

Smt. L.R.T. College of Commerce, Akola

4.4.2: Procedure and Policies for Maintaining and Utilizing Physical, Academic, and Support Facilities – Laboratory, Library, Sports Complex, Computers, Classrooms Etc.

Institution has framed in detailed procedure and policies for Maintaining and Utilizing Physical, Academic, and Support Facilities – Laboratory, Library, Sports Complex, Computers, and Classrooms. All the policies and procedures are framed by the Principal of the institution in consultation with members of management in college development meeting and in consultation with teaching and non teaching members.

1) Policies for Maintaining and Utilizing Physical Infrastructure Facilities:

For maintaining and utilizing college building, library building and girls' hostel of a college a building committee is formed. Members of this committee are Principal of the institution, one senior teacher, one administrative head, one member from management and architect who is appointed by the management. Work of additional construction and maintenance of physical infrastructure is given to an architect. Architect looks after maintaining the infrastructure facilities. Regarding utilization of physical infrastructure responsibility is taken over by Principal and Head of the departments. A separate budgetary provision is made in the budget in this regard.

2) Policies for Library:

A library committee is formed at institution for maintaining and utilizing library of the institution. Institution is having 3 departmental libraries and 01 central library. All the decisions regarding purchasing books, updating library and library facilities are taken over by library committee. Library committee consists of Principal, Head of Departments and Librarian of the college. A separate budgetary provision is made in the budget in this regard.

3) Policies for Computer Laboratory:

Computer board is formed for maintaining and utilizing computer laboratory of the institution. Principal and 4 teachers teaching computer subjects are the member of the computer board. For purchasing new computers, printers, scanner, true copy machines and software first permission is sought through 'College Development Committee' after that demand list is given to purchasing committee of the institutions for inviting tenders. The best supplier is given order with consultation with management members and Principal. For maintenance of computed a private expert is appointed and paid as per job-work basis. A separate budgetary provision is made in the budget in this regard.

4) Classrooms and Sports ground :

10 attendants and 02 Sweepers have been given the responsibility by cleaning and maintaining classrooms and sports ground. Their work is supervised by the administrative head of the college. A separate budgetary provision is made in the budget in this regard.

5) Garden of the Institution:

For maintaining the garden of the institution a gardener is appointed on daily wage basis. The gardener along with 02 sweepers of the institution takes care of the garden. Their work is supervised by the administrative head of the college. A separate budgetary provision is made in the budget in this regard.