

Shikshak Sanchalit Shikshan Sanstha's

**Dr. Shantilal Dhanji Devsey Arts College and
Commerce college and Science College Wada,
Dist. Palghar**

Institutional Policies

Policy

Policy for Maintenance and Utilization of Physical, Academic and Supportive Service Facilities

Shikshak Sanchalit Shikshan Sanstha's Dr. Shantilal Dhanji Devsey Arts College and Commerce and Science College Wada, has formulated its policy for the maintenance and utilization of physical, academic and supportive facilities. The policy covers the maintenance and utilization of:

1. Administrative Office
2. Academic Classrooms and Laboratories
3. Library
4. Computer Labs
5. Sports and Gymkhana
6. Conference Room
7. Security
8. Maintenance of the Facilities

Aims of the Policy:

1. To maximize the use of the resources available for academic and administrative needs.
2. In order to ensure the continuous and perfect operation of the facilities, it is necessary to maintain their steady and smooth functioning.
3. To do up-gradation, repairing and replacement of the resources.
4. To establish a standardized protocol for utilizing and up-keeping the amenities.
5. In order to ensure effective communication and coordination among various users and care-takers of the facilities, it is essential to maintain a well-established channel of communication.

Administrative Office:

Office Administration process includes these activities. Inward and Outward of Letters, Collection and Deposit of Fees, Audit, Scholarships, Admission, Service Books, Staff leave/permission, Payments, Housekeeping / Cleanliness, Maintenance of Photocopying Machine, Furniture Stock Verification, Key management.

Admission:

As per the Judgement dated 12th October 2017 of the Hon. Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular (No.Aff./Recog.I/Admission/(2018-19)/10/of 2018), dated 30th May 2018.

This Judgement renders null & void the Directives regarding Reservation of Seats given by the University of Mumbai vide Circular No. Spl. Cell / (68) / 218 / 2005 dated 3rd June, 2005 [i.e., SC (13%) / ST (7%) / DT(A) (3%) / NT(B) (2.5%) / NT(C) (3.5%) / NT(D) (2%) / OBC (19%) / SBC (2%)

Academic, Classrooms and Laboratories

Classrooms are utilized for the purpose of conducting regular lectures and are allotted on the basis of time table and student strength.

1. Supportive staff is responsible for the cleanliness and the maintenance of the class rooms.
2. Purchase and finance Committee has been appointed to supervise the maintenance of the equipment and infrastructure of the college.
3. All complaints related to infrastructure are communicated to the Principal.

Utilization and Maintenance of Laboratories (Dry and Wet):

1. Laboratories are allotted for Practical sessions based on a timetable given by college.
2. Standard Operational Procedure for handling various chemicals, equipment and instruments are to be strictly followed.
3. Stock register is maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
5. Old outdated equipment, chemicals and instruments are discarded by standard procedure.
6. Safety training for supporting staff is conducted periodically.
7. The maintenance of computer laboratories is taken care of by the laboratory in-charge. System administrators have been appointed to take care of the repair and maintenance of all computers and servers.

Library:

1. Every Academic year the Librarian informs all Departments and asks them to keep ready the requirement of books for the forthcoming academic year.
2. Library can procure books on demand from faculty and students. After getting an approval from the Heads of Departments, the book list with price is submitted to the Principal for further action. After getting the budget approval, books are purchased for the library.
3. The First Year students are instructed to procure an Identity card which also enables access to the library.
4. A student can borrow 2 books and one magazine, at a time, for a period of one week. They can renew the book for another week if there is no reservation for that particular book. If they fail to return the book on time, a nominal fine is charged.
5. Students can borrow books from the reference section for a day.
6. Faculty can borrow any number of books and journals at any time.
7. All the functions of the library, i.e. book borrowing and lending etc., are monitored by library software.
8. Library opens from 8 am to 5 pm on normal working days throughout the year.
9. The college library reading room is open throughout the year.
10. During annual maintenance if any books are found missing through students / faculty they are fined as per the cost of the book.
11. Stock taking is done regularly.
12. B.C Book Bank scheme is implemented for SC, ST, DT and NT students.

Sports and Gymkhana:

The college has a Sports and Gymkhana Committee consisting of a convener and two members. They look after all the activities. Every year eight days sport week is organized that include indoor and outdoor games. For indoor games like Carrom, Chess, and for outdoor game Kabaddi, Kho-Kho and Cricket. The schedules of the inter-collegiate and university tournaments are informed to the students through notices and they are given the practice. The sports equipments are issued to the students and record is maintained in the register. Sports kits are provided to the students for participate in inter-collegiate or university level tournaments.

Conference Room: There is one well-equipped Conference Room which is used for the following purpose.

1. Meeting of College Governing Council
2. Meeting of College Development Committee
3. Meeting of IQAC
4. Staff meeting by the Principal
5. Meeting of different committees of the college
6. Conducting Seminar/Conference/Workshop
7. Interview for CAS
8. Any other event with permission of Principal

Security:

CCTV cameras have been installed within the premises, and their operational status is routinely verified. The monitoring connection for these cameras is established within the Principal office.

Maintenance of the Facilities

1. For maintaining and utilization of various physical and academic facilities a decentralized procedure is adopted. Each section head looks after the facilities in his / her section.
2. The administrative office takes care of general facilities.
3. If there is any electric problem in the classroom such as fan not working, problem of LED or different things, it is communicate to the Principal or the assigned person at office.
4. The college has various committees that are responsible for managing the provided facilities.
5. For drinking water supply the college has installed, water purifiers and distilled water plant which are maintained by the supporting staff.
6. Electric fittings and wiring are periodically monitored by external experts for replacement and repairing.
7. The lab Incharge is given the responsibilities of all chemicals and other related equipments in laboratory.
8. The librarian looks after all physical and academic facilities in the central library.
9. The departmental heads looks after their respective departmental cabins.