

Arts College Malkapur Akola

Session 2018-2019

Procedures and policies for maintaining and utilizing physical, academic and support facilities

College has a system for maintenance of all available facilities. The major requirements are taken on agenda of CDC meeting. The minor expenditure such as maintenance of electric equipment's, computers, xerox copier etc. are made from the available balance. Every head of the department submit his/her requirement letter regarding maintenance to the principal. The Principal, after following the procedure provides the facility. Working of available infrastructure facilities and equipment such as generator, inverter, water purifier, TV, computers, Xerox machine, are maintained properly. Computer facilities are available for the students during working hours. The college website is maintained by the agency. We have prepared schedule regarding maximum uses of the classroom and the premises of the college. Classrooms, washrooms, staff rooms and common rooms are clean in regular intervals, The college campus is made available to the government authorities as a part of national duty during the period of elections like Gram Panchayat Election for their meetings, training programs and electro centre as per their demands. The library committee takes effort for effective maintenance of the library. Books are made available with easy access to its stakeholders on their

demand. Our librarian has started some new good practices to provide better facilities to staff and student. Book Bank facility is provided to students. The college playground, gym and sports facilities are used by the college students and teachers. The college staff tries to maintain eco-friendly atmosphere which is the unique feature of our college.