



NEW ARTS COMMERCE AND SCIENCE COLLEGE, WARDHA



4.4.2 Procedures and policies for maintaining and utilizing physical academic and support facilities – laboratory, library, sports complex, computers ,classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college follows systemic procedure for maintaining and utilizing physical, academic and support facilities. Adopted procedure is explained below:

Physical Facilities:

- A provision is made in financial budget for the maintenance and repairs of furniture and various equipments.
- Regular cleanliness is carried out by outsource agency.
- Management of Mahila Vikas Sanstha has undertaken the construction and repair of major infrastructure.
- The college maintains physical facilities promptly and keenly. It includes repairing of electric fitting, water coolers, drainage and water pipelines etc.
- College offers reprography centers, Canteen, garden maintenance and campus security through various agencies
- Whole campus is under CCTV surveillance.

Academic Maintains:

- Regular follow up mechanism for academic maintenance and up keeping performed by the college.
- Academic maintenance is achieved through various committees such as LMC and IQAC etc.
- Keeping students regular attendance and maintenance daily dairy notes.
- Syllabus, timetables, academic calendar and conduction of unit test and annual exam.
- ICT enabled classrooms are regularly used by faculties for more effective teaching.
- Student's admission and scholarship records are safeguarded in computer system.
- The institutional planning board, purchasing committee, management committee, departmental faculty and library committee.
- These various committees provided suggestion for allocation of funds and procurement of equipments.

The college has utilized online purchase facilities for ordering new equipments.

Supportive Facilities:

Laboratory:

The college has well equipped laboratories. Whenever a new instrument is purchased, it is installed by the concerned company engineer and a due care is taken until an expiry of warranty period. Thereafter, the heads of the department have been delegated power of maintenance.

Library:

The college has fully fledged library. A library advisory committee looks after maintenance

and cleanliness of existing resources in the library. The library composed of reference books encyclopedia, thesaurus, dictionary, diary, year book, hand book, atlas and biographies etc. The library has 10 computers for students and staffs with internet for online references.

Sports :

College offers the healthy education in healthy environment. Director of physical education and sport look after the maintenance of play grounds and sports facilities.

Computers :

The college creates adequate mechanism to maintain computers and other software and software equipments. The college appoints technical staffs to take care of every lab and its related works. Computers and other electronic gadgets are maintained through technicians.

Classrooms :

The college classrooms are maintain and keep supervisions through committees, Head of departments, Mentor teachers. All classrooms kept clean by hiring private agency.



IQAC Coordinator

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