



# **Shri Chhatrapati Shivaji College, Omerga.**

**Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

## **INTERNAL QUALITY ASSURNACE CELL (IQAC)**

### **Procedures and policies for Maintaining and Utilizing physical, Academic and Support Facilities**

The Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. is as under

#### **INFRASTRUCTURAL FACILITIES:**

The infrastructural physical facilities in college are regularly maintained. The procedure and policies for maintaining and utilizing can be summarized as under College has 32 acres of area of land having administrative building, Science Wing, Commerce Wing, Faculty house, Hostel, Student centre, and separate Library Building. Principal centrally monitor all the infrastructural facilities by allotting the authority and responsibility to the Registrar and Head of the departments. All the Head of the departments monitor and maintain their departmental facilities with proper utilization. The leader of Non-teaching staff (Naik) monitors all other infrastructural maintenance through the non-teaching staff. Teaching learning facilities like Class Rooms, Laboratories, Computer labs, Language Lab, Commerce Research lab, ICT Classrooms, Auditorium are to be kept up to date by allotting work to the non-teaching staff. Any repairs are to convey to the registrar by the NAIK, the head of non-teaching staff. The college has a Technical Assistant and Lab Assistants and Lab Attendants to ensure proper upkeep of the various labs including computer centre. The campus also offers facilities such as College canteen, Girls Common Room and Gymnasium, Student centre, YOGA centre, Oxygen Park. There is an open air Theatre where Monday assembly and plays are performed. The Registrar forward all the requirements to purchase committee headed by Principal. The purchase committee invite tenders and complete the purchase or repairs process.

## **LIBRARY - SPORTS & SUPPORT FACILITIES.**

There are various committees like Library, Sports, and Website Development etc. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college. Most of the lectures take place in classrooms with LCD projector, microphone and speakers. This is to ensure usage of new audio-visual pedagogical techniques during the teaching process along with this we have open classrooms where lecture are given. Departments are interconnected with MIS software. Students make extensive use of the facility for reading and research. A library committee works regularly to oversee the functioning of the library and various other committees' coordinate with each other to enable the students to get maximum exposure and participation and also to avail all the facilities provided by the college. The requirement and list of books is taken from the concerned departmental teachers and Heads. HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. In the beginning of session, students are motivated to register themselves in library to use INFLIBNET. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee. The College can boast of having a noiseless and pollution-free Gen-set, to the convenience and advantage of the students/college community. Our College campus is fully WI-FI Enabled.

**PRINCIPAL**