



**Prabhu Shri Ramchandra Shikshan Prasarak Mandal Tondgaon Snachalit
Matoshri Shantabai Gote Arts, Commerce & Science College Washim
(Internal Quality Assurance Cell)**

**Physical and Academic Facilities-
Utilization and Maintenance Policy
(2018-2019)**

Facilities Utilization Policy

Purpose of the Policy

The physical and academic facility policy would provide the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational ,research and administrative activities .Central coordination of facility allocation will ensure the effective and optimal utilization of the facilities .

The policy would help to

- 1.Establish standard procedures for the use of physical and academic facilities .
2. Property schedule different activities without any hindrances .
- 3.Increase the degree of communication and coordination among different users and caretakers .

Scope of the policy

This policy is intended to cover the following types of facilities in the college .

- 1.Academic & Administrative Offices
2. Classrooms /Seminar Hall
- 3.Sports Facilities
- 4.Library and study room
- 5.Academic and Research Laboratories .

Classroom assignment and utilization:

The classroom schedule and assignment of the classrooms is decided by time table committee, headed by the Principal .the Scheduling and utilization policy consists of a process of distributing classrooms for use in the upcoming semester. The time table is designed by time table committee so that the available classrooms are used optimally .Classrooms use is in the time in which the room is occupied for academic classes. Time table committee will take care to allot classes ensuring that classes are placed in appropriately sized classrooms i.e. according to the capacity of classrooms and student strength of class. Any difficulty observed by faculty or students should be discussed with chairman of time table committee. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of classroom for these activities must be made with prior permission of the authority.

Sports Facilities:

The rules regarding utilization of Sports Facilities are laid by the college authorities .They aim to serve as general guidelines to internal users and external users and source of information pertaining to college sports facilities. The College authority reserves the right to modify or amend these rules when necessary .Announcements concerning the above will be made via notice boards on the premises accordingly .All sports facilities present in the campus are mainly used for sports education ,training ,competitions and recreation by college students ,faculty and staff members.

Laboratory Use and Assignment:

The concerned Head of Department and time table committee decides the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problems.

Academic and Administrative Office :

Office Space is allocated to administrative staff of department ,librarian ,physical director or committee as available in manner that best advances College priorities Office to each department is allocated by the principal of the College .

Open Space of the College

The College space is also allocated to external users .While allocating space to external users the care has to be taken so that academic classes and academic activities in the college are not disturbed .The College space is allocated to different users on the basis of their request .the Space is allocated for following activities:

1.Classrooms for Competitive exams by government organizations, corporations

2.Seminar Halls for lectures.

Meeting rooms for alumni meeting .

Library:

Library provides membership of Library to each students 7 staff of college .Every students & Staff of the college has to fill library membership form for access the library as well as get the I-Card.

Maintenance of Physical and academic Facilities.

For maintenance of physical and academic facilities the purchase committee looks over this matter ,any purchahse or maintanenace has to be put before the purchahse committee ,which then send sit for the approval to the governing body of P.S.R.S.P.M.T or College Governing Board.

