


SHRI SHANTAVEER ARTS AND COMMERCE COLLEGE,
BARAI ESHWAR DIST VIJAYAPUR

Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities

4.4.2

The college follows the mechanism as mentioned below: Maintenance infrastructure Construction, maintenance and repairing of academic building, library classrooms, electrical appliances and other physical infrastructure of GVV Sangh, ShriShantaveer Arts College is done by the governing body of the management. Principal of college intimate the construction, maintenance and repairing related requirements, as and when required. The college take initiative for the maintenance of the classrooms furniture from time to time of the expenditure incurred for this is to be borne by the college. Equipment and Computers The college got the outsourcing services from excel computers, Vijayapur for the maintenance of computer laboratory equipments as and when required. Library: The librarian is the incharge of the maintenance of library. The college library works from 8-30 am to 4-00pm on week days. The library has regulations for maintaining its collections, preservation of sources providing access dissemination of information. The technical processing organization and preservation is based on the library standards. Integrated library management is being used for the cataloguing circulation and OPAC. The verification binding of the resources is carried out annually. The library committee play an important role in maintaining and making the library a user friendly classrooms. All infrastructural equipment and other academic support materials will be procured through only after the approval of the management. The office staff maintain the physical, academic and support facilities. Computer and language lab: The system manager maintains the computer, language lab, CD,LCD projectors other documents kept in records. The college administration in coordination with the ICT committee make plan and decides on strategies regarding this matter. Stock verification Stock verification is done by the college and also take measures to repair the equipments annually. The management consult the professionals for major repair work of equipment.


Co-ordinator,
IQAC,


Principal,
Shri Shantaveer Arts & Commerce
College, Babaleshwar.