

**Shikshan Maharshi Dnyandeo Mohekar Mahavidyalaya, kalamb**

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

Physical facility	Policies for Maintenance Utilization	Policies for Maintenance Utilization
Class rooms	Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Some of the class rooms are provided with the electricity	Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms
Laboratory	Stabilizers are used for instruments .Regular servicing and maintenance is carried out for the instruments. Calibrations of instruments is done. Service engineers from manufacturing companies are called for the repairs if available. Comparative statements are made from quotations taken from different agencies for the repair, and one who can give effective service is given the work.	Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in morning, afternoon and evening sessions for maximum utilization of laboratory space.
Library	Annual maintenance contracts are done for the software used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners. Pest control	Library is made fully automated. Computerized issuing and returning of books is done so as to save time. Book exhibitions are conducted in the library and books suggested by staff members are included in the library .Open access is given
Sports facility	Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field. Synthetic surfaces on ground are cleaned periodically	Sport material is issued to students as per the schedule. For Inter-collegiate competitions sport material is issued to the student for the period of the competition . Gymnasium is used by students as per the given slot.
