

M.S.P. Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon, Dist.-Beed, 431131 (MS).

**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The institute has a procedure and policies for maintaining and utilizing infrastructure by forming a maintenance committee. With the help of management, Maintenance Committee looks after every need of the institution time to time. The college has appointed a team of contractors, supervisors, electrician, gardener, sweeper, Carpenter, and computer technician. The college ensures the optimum use of all properties, equipment, and infrastructure on the campus. The college has generator, solar lamps, Air conditioners, Xerox machines, CCTV cameras, water purifiers, inverters, computers, refrigerators, science instruments, microscopes projectors, and loud speaker system. All these are maintained by the professional team as per need. All these facilities are available to the stakeholders as per rule and regulation of the institution. The computer related supports services are maintained by the appointed computer technician. The college website is updated time to time by the web designer. The college ensures the maximum utilization of facilities like class room by framing suitable timetable and display it on notice board at respective departments. Classroom and administrative building are cleaned on regular basis and office superintendent monitors it. The wash rooms, common rooms, ladies and gents toilets on the campus are cleared daily. The college infrastructure such as seminar hall, classrooms, indoor and outdoor stadium, gymnasium facilities are provided to external uses as per rule of the institution. Gymnasium is maintained by appointed agency. Science equipments are maintained and calibrated by the respective departments by hiring experts. For handling chemicals, acids, and various other equipments, standard safety procedures are followed by the science departments. The lab assistants ensure regular cleaning and maintenance of the equipments. Green house and Botanical garden are maintained by the gardener. The Store department has a separate procedure and its maintenance is done regularly by the respective staffs. The library committee looks after the maintenance and optimum utilization of the facilities. For the safety of library, fire extinguishers installed. Pest control of library is done regularly. Books are issued to the students on their Icards. Reading room of library is opened 24 hours during examination period. The institute has two women's hostel, which are equipped with all necessary facilities. The sanitary wending machines are available in hostel and ladies room. Warden and security guards are appointed in women hostel. Maintenance of the women hostel is done through the hostel committee. The medical facility is provided to the girls students by the appointed doctor. The college has mess and canteen facility. The ramp and restroom are made available to disabled students. The institution has a Credit society to provide the loan facility to the staff.