



Maratha Vidya Prasarak Samaj's

ARTS, COMMERCE & SCIENCE COLLEGE, DINDORI

Tal. Dindori, Dist. Nashik - 422 202 (Maharashtra)

Affiliated to the Savitribai Phule Pune University, Pune

ID.No. PU/NS/ACS/69/2001 ESTD: 2001

NAAC Accredited 'B' Grade with CGPA - 2.34 AISHE: C-41332

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College Website : [www.mvpsrcollegedindori.ac.in](http://www.mvpsrcollegedindori.ac.in)

## Physical and Academic Facilities- Utilization and Maintenance Policy (2019-20)

## **Facilities Utilization Policy – Purpose of the Policy**

To fulfill educational, research and administrative activities, facilities utilization policy is efficient. The policy would help to-Set up standard procedures for the use of different facilities, properly schedule different activities and to increase the degree of communication and coordination.

### **A. Classroom assignment and utilization:**

The classroom schedule and assignment of the classrooms is decided by time table committee, headed by the Principal. Committee design time table and distribute classroom as per student strength, available classroom. Any difficulty observed by faculty or students should be discussed with chairman of time-table committee.

### **B. Laboratory use and Assignment:**

The concerned Head of Department allocate practical batches according to availability of instruments / glassware / chemicals in such a manner that will ensure maximum utilization without any problem.

### **C. Academic and Administrative Office:**

For best utilization of area the Office space, Library, Gymkhana, Indoor and outdoor game space, Department Cabin, etc is allocated by the principal of the college.

### **D. Seminar Hall:**

Seminar hall is allocated for the following purpose.

1. Meetings of college development committee (CDC)
2. Meetings of IQAC
3. Faculty and staff meeting by the principal
4. Workshops, Seminars, Cultural activities.
5. Meetings of different college committees.
6. Any other events permitted by the Principal.

The college space is also allocated to external users. While allocating space to external users the care has to be taken that academic class and academic activities in the college are not disturbed. The space is allocated for following activities.

1. Classrooms for competitive exams by government organizations, corporation.
2. Elections for Local Bodies, Legislative assembly and Parliament
3. Seminar halls for lectures by NGO

### **E. Gymnasium and sports facility:**

The rules regarding utilization for sport facilities are laid by the sport teacher headed by the principal. They aim to serve as general guidelines to users and source of information pertaining to college sports facilities. All sports facilities present in the campus are mainly used for sports education, training, and competition and college students.

**F. Library:**

Library provides membership of library to each student & staff of college. Every students & staff of college has to fill library membership form for access the library as well as get I-card. Students are issued 2 books on their account for 1 week and staff can issue 20 books for 1year. Library is fully automated by using "IT Soft Develop Software" version 2.2.5.7

**G. Sanitary Napkin Vending Machine:**

Sanitary napkin sending machines are installed for girls as well as for ladies staff in ladies rooms. The maintenance and utilization of machine is under Dr. Sonali Patil headed by the principal.

**H. Bus Facility:**

For transportation of our college students from Dindori Bus Stand to college and vice versa, we hire one bus from Abhinav Bal Vikas Mandir School (one of the parent branch). The bus trip is arranged as per time-table. The concession monthly bus-pass is available for students. The maintenance and utilization of machine is under Mr. A. A. Nikam headed by the principal.

**J. Computer & Internet Facility:**

The Computer and internet facility is made available for college teaching, non-teaching staff as well as for students. The purchase, Maintenance and utilization of this facility is under Mr. M. M. Bagul headed by the principal

**i. Purchase and maintenance of Physical and academic facilities:**

The purchase committee looks over the maintenance and utilization of academic and support facilities. All the expenses below two thousand rupees are checked and approved by the college purchase committee, while the expenses over two thousand rupees are further forwarded for approval to the governing body of MVP Samaj. Nashik.



Dr. D. K. Londhe  
IQAC Co-ordinator



Dr. Vedashree V. Thigale  
Principal