

Padmashali Shikshan Santha's
(Telugu Linguistic Minority Institution)
A.R. Burla Mahila Varishtha Mahavidyalaya, Solapur

**Procedure and Policies for Maintaining and Utilizing
Physical, Academic and Support Facilities**

The institution follow well-defined mechanism for the maintaining and utilizing physical, academic and support facilities. Our institution obtain facilities of classrooms, library, laboratory and infrastructural resources such as study room, washrooms, drinking water purifier etc. It comprises academic facilities like softwares, learning management systems and ICT tools. The institution follows policies and procedures suggested by statutory committees like College Development Committee, Internal Quality Assurance Cell, Purchase Committee and Standing Committee.

Policies and Procedure for Maintaining Physical Facilities:

The college has Purchase Committee to look after the requirement of the college. The committee looks into the matters related to the maintenance, up gradation, repair and replacement of equipment like computers, laptops, projectors, LEDs, portable interactive board, digital cameras, campus network internet facilities (WiFi), ePodium, printers and scanners, reprographic machines for scanning, photography and digital printing. The institution also comprises CCTV cameras for the protection of the campus. It also facilitates water purifier with RO plant, water cooler, power backup invertors and napkin vending machines.

The college prepares a financial budget and sends it to College Development Committee (CDC) for the approval and sanction every financial year. The budget submitted to the College Development committee comprises proposed activities of the college. The team of sweepers is appointed for the maintenance of sanitization on the college campus. A gardener is deputed for the

garden maintenance, campus beautification and Ozone Park. Each department was allocated departmental budget for their new purchase. The college deputed skilled person related to plumbing and electric maintenance and the college from its different sources make the budget.

Sports and Library Departments purchase equipment according to the policy made by purchase committee. The college comprises well-equipped gymnasium with sport equipment and materials. College gymkhana committee prepares annual plans for the sport activities to be organized during the academic year. The college encourages students to participate in sports activities such as Softball, Archery, Fencing, Handball, Swimming, Running, Kabaddi and Yoga Competition. The college provides adequate infrastructure and facilities required for above mentioned activities. The college appoints separate coaches to train the students in various sports. For the outdoor and indoor games, MOUs have been signed and the students of our institution practice accordingly.

Policies and Procedure for Maintaining Academic/ Learning Facilities:

The college has policies and procedure for maintaining learning facilities which includes Cyber Zone (free internet), reading hall for the students to access e-resources. Library maintenance is done by the college providing a provision of budget. Library has subscription to e-journals, e-database and the students avail these facilities. Old damaged books are maintained with book binding. Wadding books put aside. Lost books are recovered through a policy to replace a copy or making a payment of the copy as per library rule. Library comprises *MasterSoft* software which maintains the record of the resources available in the library. The college also facilitates softwares like cloud based central management system, Microsoft Windows Servers with media kit. The teachers and students use learning management systems like Google Classrooms and various online platforms in teaching-learning.

Policies and Procedure of Facilities Provided to Differently Abled Students:

The institution provides physical facilities, academic facilities and learning management systems to the differently abled students. It provides physical facilities such as ramp, washroom and classrooms to differently abled students. The college also facilities learning management systems to differently abled students.