

4.4.2

There are established Procedures for maintaining and utilizing resources available at the institution. These are dynamic in nature and undergo changes as per academic and other needs of the students. The procedures laid down are drafted by the principal in consultation with HOD's and the IQAC. The same are approved by the management offer following due procedures.

During 2019-20, the following were available the institution

A) Shared resources

1. Sports ground – 01
2. Gymnasium -01
3. Class room - 13
4. Seminar Halls -01
5. Diesel Generating Set: 01
6. Library -01
7. Language Lab -01
8. Garden -01
9. Computer Lab -01

B. Departmental Resources

- 1) Physics Lab
- 2) Chemistry Lab
- 3) Botany & Zoology Lab

C. Common Resources

1. Fire fighting appliances
2. Stores for general cleanliness and maintenance of building infrastructure including implements.

Policy/Procedures For upkeep of sports complex/ Gymnasium These Responsibilities are vested with sports Director. These are

1. He /She Shall be responsible to maintain sports Complex in such a manner that, the complex is always kept in functional condition.
2. In order to achieve the above, the director shall , in consultation with the principal and after discussions with IQAC For Academic calendar Details with finalize dates for the conduct of sports both (out-door and In- door).
3. The director shall keep a stock register for the items under his/her Custody, and Periodically inspect the sports gear /Instruments/Gadgets for their serviceability and their optimum use.



**Co-Ordinator
I.Q.A.C.**

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& Shri M.F.Doshi Science Degree College,
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Principal,

Shri G.R.Gandhi Arts, Shri Y.A.Patil Comm.
& Shri Shanteshwar Science College,
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4. The periodically of inspection of the items is every quarterly on routine basis and shall include need based and or surprise checks by the higher authority.
5. Any discrepancy found against stock register shall be brought to the notice of principal in writing with reasons.
6. Except for fair – wear and tear, any damage to the gadgets either due to misuses, negligence and carelessness shall be treated as breach of indiscipline and treated accordingly including making good of the loss.
7. The director is responsible to chalk out a Program for conduct of sports events with in the institution and seek collaboration with co- located like institutions, for bringing out best sport talent in the student
8. Should strive for seeking awards/honors from University, State, National level and inter nations Competitions.

Responsibility of in-charge housekeeping (common resources)

He/ she shall be responsible for the routine cleanness and up keep of

1. Entire building infrastructure , which includes, class- rooms , seminar halls , toilets, drainage etc.
2. Would ensure that cleaning materials, brooms, mops are available in adequate quantity.
3. Ensure periodic purchase demands are put to the principal.
4. Items purchased shall be brought on stock- resisted and utility will be indicated in consumption register.

Procedure for maintain and utilizing computer & It infrastructure.

Computer & IT Section

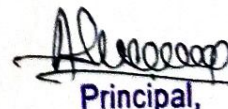
A qualified staff having a degree in computer science / information technology shall be nominated as in- charge of this section; the duties and responsibilities of in – charge are listed below.

1. Shall maintain a stock register, that shall indicate all the details of the items including details of purchase vouchers.
2. Shall ensure that the stocks held are adequate to meet , teaching, requirement as per syllabus.
3. It there is a change in the student strength needing additional resources the same shall be discussed with the principal through IQAC.
4. Shall enter in to annual maintenance contract with registered vendors through the principal
5. Shall ensure that software's acquired are genuine.
6. Shall ensure electrical safety of the items held at the lab.
7. Obsolesce of any kind shall be deposed off with due process followed.



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Responsibility of in-charge of physics Lab

- 1) Ensure adequate number of test equipments and materials are available for smooth conduct of practicals.
- 2) Ensure that safety precautions are observed and make a board for do's and don't's at the labs'
- 3) Shall ensure that there is stock register of the lab in standard format linking it to purchase bills.
- 4) Any absence arising out of changing syllabus is brought to the notice of principal through IQAC.
- 5) Shall Procure Illustrative Charts/ posters for the information/ understanding students.

Chemistry – Lab

- 6) Shall procure adequate consumables.
- 7) Shall adhere to safety precautions while handling chemicals which can cause injuries. These instruction shall be displayed at the lab.

Botany & Zoology – Lab

- 8) Shall ensure careful preservation of botanical specimens's
- 9) Shall ensure careful preservation of zoological Specimens.



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