

# **Sir Sayyed College Of Arts, Commerce & Science Aurangabad**

## **Procedure and Policies for maintaining and utilizing Physical, Academic and Support facilities.**

The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rest with the Principal. The Principal by delegating the authorities and responsibilities to Vice-Principals, Heads of Departments and various committees & ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. The financial requirements are assessed on the basis of the requirements submitted by the Heads of Departments and other Support Units at the beginning of Academic Year. The College Development Committee by considering the availability of resources and the requirements makes budgetary provisions for upgradation, maintenance and utilization of all the resources of the institution. All the purchases are done as per the norms and procedures laid down. All the resources are recorded in the Accession Register and Stock Register maintained by the Office.

### **Library:**

- Library follows open access system.
- Books accessioned & arranged by using DDC.
- Print Journals facility provided.
- E Question papers are made available to users.
- Movement register is maintained in the library for the entry of Students & staff.
- OPAC facility is provided to search library resources.
- CCTV cameras are installed in the library to have a control.
- Library has a systematic procedure for procuring requirements of books.
- A separate reference section has been set to avail books, Journals, Questions Papers and other relevant materials.
- Strict disciplinary policies are framed in order to maintain library decorum.

### **Physical Infrastructure maintenance:**

- The college ensures that the infrastructure facilities are regularly well maintained and updated so forth to enhance better physical, academic performance.
- The maintenance work is carried by proficient in-house staff.
- A separate team of employees have been appointed who take care of the campus cleanliness and hygienic environment.

### **Electrical and UPS maintenance:**

- The security and safety within the campus and daily maintenance of electrical fittings and UPS in the buildings and campus.
- Supply is maintained through electricity board or captive generator sets.
- The daily maintenance of electrical fittings and UPS in the buildings and campus is handled by expertise in-house electricians.

### **Classrooms & Sports:**

- Regular cleaning and maintenance are carried out so as to provide effective learning environment to the students.
- Class wise time table is designed in such a way that there is maximum utilization of infrastructure, laboratories, library and class rooms.
- Computer department with the help of student takes care of the maintenance of all the computers within the institution both the Hardware/Software and Networking.
- Sport material is issued to students as per the schedule.
- For intercollegiate competitions sport material is issued to the student for the period of the competition.