

Haribhai V. Desai College (Arts, Science & Commerce)
Pune 411002

Policies for Maintaining and Utilizing Physical, Academic and Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.

- The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

- **Laboratory:**

Record of maintenance is prepared and maintained by laboratory technicians, laboratory in charge and supervised by HODs of the concerned departments.

- **Maintenance of laboratories is done as follows:-**

The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians.

- **Library:-**

1. The requirement and list of books is obtained from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
2. The library also obtains users feedback. Their continuous feedback helps in introducing new ideas regarding library enrichment.
3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing for the examinations.
4. The maintenance of the reading room and stock verification of library books is done regularly by library staff.
5. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out and resolved by the library committee.

- **Sports: -** Maintenance of sports equipment the college sports is taken care of by the Director, Sports and Physical Education. The college provides necessary financial support for maintenance of the sports equipments.

- **Computers: -**
 1. The maintenance of computers is done by external agencies as well as the system administrator as the case may be.
 2. ERP software is used for maintaining faculty and students details.
 3. The campus is Internet and WIFI Enabled. Regular Updation is done by the agency.

- **Classrooms: -**
 1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other equipments.

- **Additionally:-**
 1. Laboratory assistant maintains the stock register by physically verifying the items round the year.
 2. Concerned Head of the Department performs department wise annual stock verification.
 3. Laboratory Assistant does regular maintenance of Computer Laboratory and equipments along with Laboratory attendant and the faculty Incharge heads them.
 4. Concerned employees do regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns.
 5. College campus maintenance is monitored through regular inspection.
 6. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
 7. Regular maintenance of the water cooler and water purifier is done regularly.
