



**Smt. G. G. Khadse College, Muktainagar**  
**Tal: Muktainagar Dist: Jalgaon 425306**

**Procedures and policies for maintaining and utilizing physical academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

The repair and maintenance of physical, academic and support facilities: Laboratory, library, sports complex, computers and classrooms are an unremitting process. In the beginning of every academic year the details about the required repairing and maintenance are collected from the Heads of the department. The same is put for approval in the meeting of CDC and IQAC, after following requisite procedure the work is carried out. Further, college has well defined guidelines and procedure for repairing and maintenance activities to ensure time bound maintenance work. The college has established systems and procedures for maintaining and utilizing physical facilities as – all physical, academic and support facilities are augmented maintained through various college committees such as college development committee (CDC), Purchase committee, and Library committee, Campus Development etc. at the beginning of every academic year, proper availability of blackboards, lighting and furniture in classrooms etc. is taken care of by these committees. Library committee is functional which takes care of library matters and functions. Gymkhana committee has the responsibility for the maintenance of sports facilities on the campus for the students and faculty. Upgradation of software, hardware and maintenance of ICT facilities is done by the Department of Computer Science through Mayur Computer, Jargon. Institute's website upgradation and maintenance contract has been given to Shivshakti Computers Solutions. Each departmental laboratory is having lab assistant and lab attendants for the proper maintenance of the laboratories, some of them are appointed by the Management. The college is having hostel committee which manages the hostel maintenance and proper utilization of the hostel facilities. The college successfully runs Earn and Learn Scheme. The students working under this scheme help in maintaining, cleaning the college campus, garden, library etc. The maintenance work related to facilities such as equipment repairing, furniture maintenance, electric work, plumbing, RO water facilities, etc. is maintained on contract / charges basis.



  
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