



Prabhakar Patil Education Society's
Arts, Commerce & Science College,
Veshvi - Alibag.

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

Our College has very effective internal coordination and monitoring mechanisms. Regular communication and correspondence are maintained with the parent organization.

The Principal, according to the guidelines of Education Society implements various **Academic and administrative policies.**

- The Principal organizes meetings and discussions along with IQAC, Director and Heads of Departments for decision-making.
- The Principal monitors various curricular and co-curricular activities with help of conveners and members of the committees.
- The Principal carries out administrative activities with help of Office Superintendent, Head clerk, Jr. clerk and support staff.
- Along with this, IQAC is functioning actively and effectively for quality sustenance & enhancement.

Procedures for maintaining and utilizing physical, academic and support facilities

Library:

- Library has a Library Advisory Committee (LAC) which functions as follows
- To ensure relevant and required collection of books, journals and other sources to support all the courses offered in the college.
- To allocate appropriate budget to procure the above stated source of materials to meet the curriculum needs of courses.



- The committee acts as an integral auditor for quality checking and provides support and guidance for library functions.
- The advisory committee periodically meets to discuss various issues related to the library facilities and services and suggest suitable solutions for better functioning.
- Teachers and students submit their book requirements in writing to the library and their requirements are sanctioned by the library committee.
- The library has a book bank facility for students in which books are issued to the students for use for the entire week. This facility is for different user categories so as to ensure optimum utilization of books.
- Library orientation; The library staff orient the fresh students and the teachers about the library collection and the services of the library.
- The library organizes an annual book exhibition in order to keep our teachers and students abreast with the new titles.

Laboratory:

- Lab Assistant prepares the annual requirement of equipment, chemical glass wares etc. with respect to course syllabus and student strength and staff chemical recommendation list as per experiments given in the syllabus.
- As per the budgetary provisions the requirement gets approval by the Principal.
- The lab assistant calls for the sealed quotations as per the requirements from different suppliers and these quotations are opened in the meeting of the Purchase Committee and compared.
- The lowest and qualitative quotation is approved with the signatures of all the members of the Purchase Committee.
- Same process is followed for the maintenance of all other equipment.



Sports:

- For maintaining and utilizing sports facilities, College has an efficient sports Committee which looks after all essentials of sports related activities.
- As per the schedule of University of Mumbai regarding sports competitions, the Committee brings notice to all students for their entries to participate.
- The Committee ensures maximum participation of the students and makes necessary arrangements for the participation of students.

Computers:

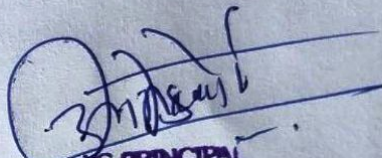
For maintenance and up gradation of computers college has deployed Annual maintenance committee.

Infrastructure and Maintenance Committee

- College has Infrastructure and Maintenance Committee under the Chairmanship of Director&Principal.
- The committee frequently supervises cleaning of classrooms, washrooms and college campus, ensures clean and continuous water supply for drinking and also for washrooms.
- The committee also monitors the minor repairing of doors, windows, electric supply, furniture/ bench repairing, cleaning of overhead water tank, etc. to maintain a healthy environment for the Teaching & Learning process.
- For proper safety and security the entire college including Classrooms, Laboratories, Office, Gymkhana, Staircase, Porch, Veranda, College ground & entire Campus is under CCTV surveillance.
- Every year the campus and college ground is maintained clean and tidy.
- From last two years special efforts have been taken for campus beautification.
- In the beginning the removal of stones on the college ground was done by using JCB. Further levelling of college ground with the help of Grader and Rollers was done.



- The college ground was filled with Murum to make it a sports ground.
- All along the fencing of ground nearly 150 trees are planted which includes Bottle palm, Coconut, Neem, Bakul, Karanj, Gulmohar and various flowering plants like Shankasur, Musanda, Keshar Fistula etc. along with 30 tree pots along the sides of building giving a scenic beauty to the campus creating very fresh eco-friendly atmosphere.
- Construction of new infrastructure is proposed in the meeting of the College Development Committee (CDC) with a proper architectural plan and estimate.
- After the approval of CDC the proposal is sent to the Head office of Society.
- Based on the technical sanction of Head office , the standard procedure of Tender Notice in newspapers is followed, and Quotations are invited and sanctioned in CDC meetings.


VC PRINCIPAL
Prabhatkar Patil Education Society,
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