

**Mahatma Gandhi Vidyamandir's  
Samajshree Prashantdada Hiray Arts, Science and Commerce College,  
Nampur. Tal. Baglan, Dist. Nashik**

**Procedures and policiess**

**Maintenance Procedures:**

**1. Regular Cleaning and Maintenance of Classrooms:**

Regular cleaning and maintenance of classrooms is carried out so as to provide effective learning environment to the students. Some of the classrooms are provided with electricity generated by hybrid wind and solar plant present in college campus. Regular cleaning contract is given for outside agency to maintenance of buildings and other facilities. Classrooms are cleaned daily by the peon of the college. Regular monitoring of electrical fixtures is done and repaired immediately. Maintenance of Computers: Separate contract is given to local agency for maintenance of computers, internet and LCD facility.

**Utilization:** Central Time Table is designed in such a way that there is maximum utilization of infrastructure and class rooms. College is conducted in two sessions. Arts and Commerce lectures are conducted in morning session and Science lectures are conducted morning as well as afternoon sessions.

**Laboratory:** Annual Maintenance contract is done for high grade instruments. Stabilizers are used for instruments. Regular servicing and maintenance is carried out for the instruments. Calibration of instruments is done. Service Engineers from manufacturing companies are called for the repairs if available. Three quotations are taken from different agencies for the repair and one who can give effective service is given the work. Utilization: Practical batches are prepared so as to give hands on experience to all the students. Practicals are conducted in morning, afternoon and evening sessions for maximum utilization of laboratory space.

**2. Library:**

Annual Maintenance contracts are done for the software used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners. Pest control is carried out so as to increase the life of valuable resources of library. Furniture's and fixtures are repaired as per the need. Utilization: Library is made partially automated. Computerized issuing and returning of books is done so as to save time. Book exhibitions are conducted in the library and books suggested by staff members are included in the library. Open access is given to students to the books so as to have effective referencing and exploring of new books and subjects. Special reading room

facility and computers are provided for access to e-content. Library staff conducts orientation and information literacy programmes to educate patrons. New arrivals are exhibited on board and screens. Library is kept open in long vacations for the benefits of the students. Qualified staff is appointed in library to guide and help students. Separate computer is provided to students for book search. Social platform is used to notify about the current updates of library.

### **3. Sports:**

Regular maintenance is carried out for indoor stadium, gymnasium, sports equipment and sports material from experts in the field. Synthetic surfaces on ground are cleaned periodically. Sports material is issued to students as per the schedule. For intercollegiate competitions, sports material is issued to the students for the period of the competition. Gymnasium is used by students from society.