



SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar-421001

Policy document for utilizing physical facilities

Introduction

The facilities of a college impact overall learning process. It also sets good impression on visitors and public. It increases the efficiency of the teachers and students by increasing their morale. Therefore, the college has established system for maintenance and utilization of all physical facilities. The procedure and policy for the maintenance of various infrastructure facilities are presented herein.

Purpose

The coordination between facility allocation and utilization ensures the optimum use of resources. For this the purchase and maintenance committee of the college plays vital role. The committee reviews the requirements and same are forwarded to Principal for further action.

Sports Facilities:-

Utilisation

- The sports equipment and ground are supervised and maintained by college Gymkhana Committee In charge and Physical Director appointed by the college.
- The gymkhana facility can be availed by the bonafide student of the college between 10.30am to 12.30pm.
- Indoor and outdoor games are planned with the prior permission of the chair and communicated to the students.



Maintenance

- Requisition is made to the purchase committee for the purchase of new equipment for indoor and outdoor sports activities.
- Quotations are invited from different vendors by the purchase committee.
- Quotations are presented in front of the committee members to finalize the order.
- Maintenance of the ground is done through levelling at the time of outdoor activities.
- Regular dusting and cleaning of the Gymkhana is done by the class IV employees of the college.

Classroom: -

Utilisation

- Allotment of classes for different courses is done in consultation with the head of the institution and time table committee.
- Guest lectures and competitions are arranged in consultation with departmental head.
- Skill development programmes are organized by different companies through MOU with the college.
- Workshops and training sessions are organized for the staff and students.
- Regular semester end examination is conducted as per the schedule from the University of Mumbai.
- CA examinations are conducted as per the availability of infrastructure.

Maintenance

- Requisition for the purchase of new tables, chairs, benches etc. is forwarded to the purchase committee by the staff members.
- Quotations are invited from different vendors by the purchase committee.
- Quotations are presented in front of the committee members to finalize the order.
- Regular dusting and cleaning of the classes is done by the class IV employees of the college.



Library

Utilisation

- The college has well equipped library with necessary books, journal.
- The library is open all days between 9.00am to 5.00pm except Sundays and holidays.
- Library books are issued for a period of seven days.
- Book bank facility are available for students.
- Access for E-library is provided to the students.
- Books are available for preparation of Competitive exams.
- SOUL library automation software is used for housekeeping operations in the library.

Maintenance

- Library committee is formed and regular meetings are held to look into the requirements of the library.
- For the easy access, books are arranged in the order to save the time of users.
- Regular cleaning is done by the class IV employees.
- Back up system is provided to ensure the uninterrupted power supply.
- Teachers are asked to provide the requirements of books every year.
- Library audit is done.

Computers and ICT facility

Utilisation

- Students are allowed to use the college computer lab for preparing their projects.
- On the receipt of proposal from the staff members, new computers are purchased by committee after following the procedure.
- Access has been provided to all staff members for the WiFi facility.
- LCD Projectors are available for teachers for effective teaching and learning process.
- Laptop is arranged by the college for teachers to conduct online lectures.
- Kibo Translator installed for divyang students as it helps in reading and translating.
- Arrangements are made for teachers to deliver online lectures.



Maintenance

- Periodic maintenance of projectors and equipment is done.
- Outright contract is given to software engineer for the maintenance of all computers.
- Regular cleaning of computer lab is done by the class IV employees.
- All computers are installed with Anti-Virus software.



V. Mali

Dr. Vasant P. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421 001

J. W. Sadhubella Girls College, Ulhasnagar
SPORTS COMMITTEE

A meeting of Sports Committee ~~was~~
is called on 19/09/2016 at 11:30 am
in ~~principal office~~ to discuss the following
agenda points:-
1) To reform Sports Committee.
2) To present before the meeting the
preparation for intercollegiate in university.

MINUTES

A meeting of Sports Committee
was called on above date & time &
following points were discussed:-

- 1) Dr. vasant Mali, the principal
became the pioneer member.
- 2) Intercollegiate preparations were
discussed.

Signatures:-

- 1) principal. Dr. vasant. P. mali.
- 2) Mrs. vrushali Deshmukh.
- 3) Prof. Sharmila Karve.
- 4) Prof. Teena Keshhela.
- 5) Prof. Kiran Meghuni.

V. Mali
SNS
Beel
Ku





Sadhubella Education Society's
J. Watumull Sadhubella Girls College
Near Government Dispensary, Ulhasnagar-421001, Dist. Thane

Department of Library

Date: -16/07/2019
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Minutes of Library Committee Meeting

Meeting of the Library Committee was held in the Principal's Chamber, on 15th July 2019 at 11.00 am. Prin. Dr. Vasant Mali chaired the meeting. All members of the Library Committee were present.

The following resolutions were passed.

1. Library Budget for year 2019-20 was finalized at Rs. 1,20,000/- (One Lakh Twenty Thousands only) approximately. (Rs.200/- Per student at graduate level & Rs.1000/- per student at post graduate level).
2. Priority is to be given to buy reference books and journal subscriptions on recommendations from the concerned staff.
3. Mrs. Sharmila Karve is to be included in the Library Committee on account of retirement of Mr. R.H.Suryarao.
4. Funds for Book Bank 2018-19, obtained from the University of Mumbai are to be utilized in the current year.
5. Computers and book racks to be purchased for the library.

V. Mali
19.7.2019
Dr. Vasant Pandit Mali
(Chairman)

N. Purswani
Prof. Neetu Purswani
(Member)

S. Salve
Prof. Supriya Salve
(Member)

D. Kalbande
19.7.2019
Dr. Dattatraya Kalbande
(Convener/ Secretary)

R. Singh
Prof. Rajesh Singh
(Member)

S. Chawak
Prof. Smita Chawak
(Member)



ग्रंथालय समिती बैठक इतिवृत्त

मा. प्राचार्य साहेबांच्या अध्यक्षतेखाली ग्रंथालय समितीची बैठक दि. ०१/०३/२०१९ रोजी ठीक ११.०० वाजता प्राचार्य साहेबांच्या कक्षामध्ये पार पडली सदरील बैठकीस खालील सदस्य उपस्थित होते.

Sr.No	Name	Designation
1	Dr. Vasant Pandit Mali	Chairman
2	Dr. Kalbande, D.T.	Secretary
3	Prof. Neetu C. Purswani	Member
4	Prof. Rajesh Kumar Dashrath Singh	Member
5	Prof. Supriya Salvee	Member
6	Prof. Smita Chawak	Member

या बैठकीस प्रा. सूर्यराव रघुनाथ काही कामामुळे हजर राहू शकले नाहीत.

बैठकीच्या सुरुवातीला सर्व उपस्थित सदस्यांचे ग्रंथपाल डॉ दत्तात्रय काळबांडे यांनी स्वागत केले . आणि सदरील बैठकीची रूपरेषा सांगितली यामध्ये बुक बँक समिती स्थापन करणे त्याची नियमावली समजावून सांगितली

यानंतर बैठकीचा प्रथम विषय चर्चेसाठी घेण्यात आला

विषय क्र. १ बुक बँक समिती स्थापन करणे

सदरील विषयावर सविस्तर चर्चा करून सर्वानुमते असा निर्णय घेण्यात आला कि, आपल्या महाविद्यालयाला अल्पसंख्याक दर्जा असल्यामुळे रिझर्वेशन (आरक्षण) लागू होत नाही आणि महाविद्यालयामध्ये सदरील आरक्षणाचे (जातीचे) प्राध्यापक उपलब्ध नसल्यामुळे आपल्याकडे उपलब्ध असलेल्या प्राध्यापकांना नेमून समिती पूर्ण करण्यात यावी. सर्वानुमते पुढील सदस्यांची निवड करण्यात आली.

१. डॉ. वसंत पंडित माळी (प्राचार्य/अध्यक्ष)
२. डॉ. दत्तात्रय काळबांडे (सचिव / ग्रंथपाल)
३. प्राध्यापिका नीतू पुरसवानी (सदस्य) (Against Senior Faculty (SC / ST Category)
४. प्रा. राजेश कुमार सिंग (सदस्य) (Against Senior Faculty (DT / NT Category)
५. प्राध्यापिका स्मिता चावक (सदस्य) (Against Senior Faculty Preferably Female from SC / ST DT / NT Category)
६. लालवानी कोमल (सदस्य) (President of Students Council)
७. तलरेजा रीमा (सदस्य) (General Secretary of Students Council)



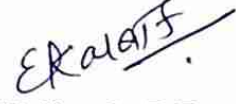
विषय क्र. २ अध्यक्षोंच्या परवानगीने आयत्या वेळेस येणारे विषय.

अध्यक्षांच्या परवानगीने आईनवेळेस कुठलाही विषय चर्चेसाठी घेण्यात आला नाही.

बैठकीच्या शेवटी सर्व सन्माननीय सदस्यांचे आभार डॉ. दत्तात्रय काळबांडे यांनी मानले. व अध्यक्षोंच्या परवानगीने बैठक संपली असे जाहीर करण्यात आले.



Dr. Vasant Mali
Principal and Chairman Library Committee



Dr. Kalbande, D.T.
Librarian




Prof. Neetu C. Purswani
Member

Prof. R. H. Suryarao
Member

Prof. Rajesh Kumar Dashrath Singh
Member




Prof. Supriya Salvee
Member



ग्रंथालय समिती बैठक इतिवृत्त

मा. प्राचार्य साहेबांच्या अध्यक्षतेखाली ग्रंथालय समितीची बैठक दि. १७/०३/२०१७ रोजी ठीक १२.०० वाजता प्राचार्य साहेबांच्या कक्षामध्ये पार पडली सदरील बैठकीस खालील सदस्य उपस्थित होते.

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3	Prof. Neetu C. Purswani	Member
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5	Prof. Rajesh Kumar Dashrath Singh	Member
6	Prof. Supriya Salvee	Member

या बैठकीस प्रा. स्मिता चावक कार्यालयीन कामामुळे हजर राहू शकल्या नाहीत.

बैठकीच्या सुरुवातीला सर्व उपस्थित सदस्यांचे ग्रंथपाल डॉ दत्तात्रय काळबांडे यांनी स्वागत केले तसेच मागील वर्षी ग्रंथालया मध्ये झालेल्या पुस्तक खरेदीचा लेखाजोखा उपस्थित सदस्यांसमोर मांडला. आणि ग्रंथालयामध्ये झालेल्या सुधारणांची माहिती दिली त्यामध्ये SOUL software, सर्व Data Entry, Barcode printer, Zerox Machine, Computer इतर गोष्टींचा उल्लेख केला त्याला सर्व सदस्यांनी मान्यता दिली.

यानंतर बैठकीचा प्रथम विषय चर्चेसाठी घेण्यात आला

विषय क्र. १ विद्यार्थ्यांकडून परीक्षा काळामध्ये पुस्तके जमा करून घेणे.

सदरील विषयावर सविस्तर चर्चा करून सर्वानुमते असा निर्णय घेण्यात आला कि सर्व विद्यार्थ्यांकडून परीक्षेच्या पूर्वी सर्व पुस्तके जमा करून घ्यावीत आणि त्या संबंधी विद्यार्थ्यांना सूचना काढून कल्पना देण्यात यावी.

विषय क्र. २ सर्व शिक्षकांनी स्वतःच्या खात्यावरील पुस्तके जमा करण्या संधर्भात निर्णय घेणे.

वरील विषयावर सविस्तर चर्चा करून असे ठरवण्यात आले कि सर्व शिक्षकांनी आप आपल्या ग्रंथालय खात्यावर असलेली सर्व पुस्तके त्वरित परत करावीत आणि घेतलेली पुस्तके सत्र संपल्यावर नियमित ग्रंथालया मध्ये जमा करावीत असे सर्वानुमते ठरवण्यात आले. सध्या प्रत्येक शिक्षकाच्या खात्यावरील पुस्तकांची यादी (Title, Author, Price etc) सहित सर्वाना देऊन सूचित करण्याचे ठरवण्यात आले.



विषय क्र. ३ ग्रंथालयाचा विस्तार करणे.

वरील विषयावर सविस्तर चर्चा करून असे ठरवण्यात आले कि सध्या ग्रंथालया मध्ये उपलब्ध असलेली पुस्तके आणि ग्रंथालय जागा हि अपुरी असल्यामुळे ग्रंथालया समोरील व्हरांडा बंद करून ती जागा पुस्तके ठेवण्यासाठी तसेच स्वतंत्र Internet Lab तयार करण्यासाठी वापरण्यात यावी. तसेच पुस्तके ठेवण्यासाठी काही racks खरेदी करणे किवा furniture बनून घेण्याचे ठरले.

विषय क्र. ४ विद्यार्थ्यांनकडून fine घेण्यासंधर्भात निर्णय घेणे.

विद्यार्थी नियमित दिलेल्या वेळेमध्ये (७ दिवस) पुस्तके ग्रंथालया मध्ये जमा करत नसल्यामुळे इतर विद्यार्थ्यांना पुस्तके वाचनासाठी मिळत नाहीत त्यामुळे सदरील समस्या बंद होण्यासाठी ७ दिवसा नंतर विद्यार्थ्यांने पुस्तक renew करून घ्यावे किवा परत करावे अन्यथा दर दिवसी १ रु. प्रमाणे दंड आकारण्यात यावा असे सर्वानुमते ठरवण्यात आले.

विषय क्र. ५ पुढील वर्षीच्या Library Budget वर चर्चा करणे.

पुढील शैक्षणिक वर्षामध्ये ग्रंथालयाचे budget हे विविध head खाली (Text Book, Reference Book, Journals, ICT, Book Bank etc) खर्च करण्याचे ठरले.

विषय क्र. ६ अध्यक्षांच्या परवानगीने आयत्या वेळेस येणारे विषय.

अध्यक्षांच्या परवानगीने आईनवेळेस कुठलाही विषय चर्चेसाठी घेण्यात आला नाही.

बैठकीच्या शेवटी सर्व सन्माननीय सदस्यांचे आभार डॉ. दत्तात्रय काळबांडे यांनी मानले. व अध्यक्षांच्या परवानगीने बैठक संपली असे जाहीर करण्यात आले.

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Prof. Supriya Salvee
Member





Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

30th June 2015

Minutes of meeting

Canteen committee meeting was held on 30th June 2015 in Principal's chamber at 11:30 am.

The chairperson of the meeting I/C Mr R.H. Suryarao along with chairman of the committee Mrs Smita D. Chawak conducted the meeting.

Agenda discuss:

1. As per the 7 first agenda minutes of the last meeting were discussed & same were confirmed.
2. As per the second agenda different menu's were discussed & following menu's were finalized along with listed price.

MENU	PRICES
Tea	Rs. 4
Vada Paav	Rs. 8
Idli-Sambhar	Rs. 25
Meduwada	Rs. 25




I/C Mr. R.H. Suryarao

Principal

J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001



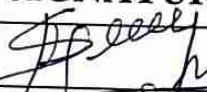
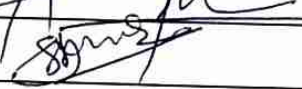
Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College


Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Attendance of the present members

Members present in the meeting on 30th June 2015 :

SR.NO	NAME OF MEMBERS	MEMBERS	SIGNATURE
1	Mr R.H. Suryarao	I/C Principal	
2	Mrs Smita D. Chawak	Chairperson	




Mr. R.H. Suryarao
I/C Principal

PRINCIPAL
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

30th September 2016

Minutes of meeting

Canteen committee meeting was held on 30th September 2016 in Principal's chamber at 11:30 am.

The chairperson of the meeting Dr Vasant P. Mali along with chairman of the committee Mrs. Smita D. Chawak conducted the meeting.

Agenda discuss:

1. As per the first agenda minutes of the last meeting were discussed & same were confirmed.
2. As per the second agenda the strategy to keep the cleanliness in the canteen area was discussed. It has been decided to discuss with the owner of the canteen regarding the problems faced to keep the canteen clean and to create resolution for it. It has been decided to suggest canteen manager to get it clean at least after every 3 hours.



Dr. Vasant P. Mali

Principal

J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001.



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Attendance of the present members

Members present in the meeting on 30th September 2016 :

SR.NO	NAME OF MEMBERS	MEMBERS	SIGNATURE
1	Dr Vasant P. Mali	Principal	
2	Mrs Smita D. Chawak	Chairperson	



Dr. Vasant P. Mali

PRINCIPAL
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

19th January 2018

Minutes of meeting

Canteen committee meeting was held on 19th January 2018 in principal's chamber at 12:30 am.

The chairperson of the meeting Dr Vasant P. Mali along with chairman of the committee Mrs Smita D. Chawak conducted the meeting.

Agenda discuss:

1. As per the first agenda minutes of the last meeting were discussed & same were confirmed.
2. As per the second agenda different ways to reduce use of plastic in canteen the following points were discussed.
 - a) Suggestion will be given to canteen manager to reduce the use of plastic and not to sell the food products in plastic container.
 - b) Not to purchase the food products from the supplier in plastic bags instead of that the usage of tetra packs or paper bags should be done.
 - c) Regarding the cleanliness suggestion will be given to increase the number of dustbins near the canteen.



Dr. Vasant P. Mali

Principal
J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Attendance of the present members

Members present in the meeting on 19th January 2018 :

SR.NO	NAME OF MEMBERS	MEMBERS	SIGNATURE
1	Dr Vasant P. Mali	Principal	
2	Mrs Smita D. Chawak	Chairperson	

Dr. Vasant P. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421 001





Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

17th July 2018

Minutes of meeting

Canteen committee meeting was held on 17th July 2018 in principal's chamber at 01:00 am.

The chairperson of the meeting Dr Vasant P. Mali along with chairman of the committee Mrs Smita D. Chawak conducted the meeting.

Agenda discuss:

1. As per the first agenda minutes of the last meeting were discussed & same were confirmed.
2. As per the second agenda different menu's were discussed & following menu's were finalized along with listed price.

MENU	PRICES
Tea	Rs 5
Vada paav	Rs 8
Idli-Sambhar	Rs 27
Meduwada	Rs 27

3. As per the third agenda sitting arrangement was discussed.



Dr. Vasant P. Mali

Principal
J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001



Sadhubella Education Society's
Minority Institute

J. Watumull Sadhubella Girls College

Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Attendance of the present members

Members present in the meeting on 17th July 2018:

SR.NO	NAME OF MEMBERS	MEMBERS	SIGNATURE
1	Dr Vasant P. Mali	Principal	
2	Mrs Smita D. Chawak	Chairperson	



Dr. Vasant P. Mali

PRINCIPAL
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



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28th August 2019

Minutes of meeting

Canteen committee meeting was held on 28th August 2019 in principal's chamber at 10:00 am.

The chairperson of the meeting Dr Vasant P. Mali along with chairman of the committee Mrs Smita D. Chawak conducted the meeting.

Agenda discuss:

1. As per the first agenda minutes of the last meeting were discussed & same were confirmed.
2. As per the second agenda the matter of cleanliness was discussed regarding the hourly cleanliness of the canteen.
3. As per the third agenda discussion was done on providing additional facilities of fans & lights to students.



Dr. Vasant P. Mali

Principal

**J. Watumull Sadhubella Girls College
Ulhasnagar - 421 001**



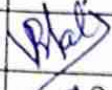

Sadhubella Education Society's
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Near Government Dispensary, Ulhasnagar - 421 001, Dist - Thane

Attendance of the present members

Members present in the meeting on 28th August 2019 :

SR.NO	NAME OF MEMBERS	MEMBERS	SIGNATURE
1	Dr Vasant P. Mali	Principal	
2	Mrs Smita D. Chawak	Chairperson	




Dr. Vasant P. Mali

PRINCIPAL
J. Watumull Sadhubella Girls College
Ulhasnagar-421 001