



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.



A handwritten signature in black ink, appearing to read "V. Mali".

Dr. Vasant P. Mali

PRINCIPAL

J. Watumull Sadhubella Girls College
Ulhasnagar-421 001



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Minutes of the Meeting

Canteen committee meeting was held on 17, August 2021 in Principal chamber at 11:00 am.

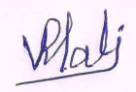
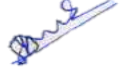
The chairperson of the Canteen committee Dr. Vasant P. Mali (Principal) along with member secretary Mrs. Smita chawak conducted the meeting.

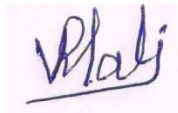
Agenda discussed:

1. As per the university norms the canteen will be closed for the academic year 2020-2021 due to pandemic.

Attendance for present members

Members presented in the meeting on 17, August 2021

Sr.no.	Name of the members	Members	Signature
1	Dr. Vasant P. Mali	Principal/Chairperson	
2	Mrs. Smita D. Chawak	Member Secretary	



Dr. Vasant P. Mali

PRINCIPAL

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