

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

Office:

1. Care is taken of differently-abled students for making seating arrangements and arrangements are made accordingly as and when the need arises.
2. Firstly, the requirements of the college are listed different faculty members and office staff and the same submitted to the principal. Secondly, such requirements, in the form of budget, are placed before the College Development Council for approval. Thirdly, after approval by the College Development Council, expenditures are incurred on different heads, throughout the year, according the requirements.
3. All the works relating to the electrical repairs and maintenance are done by Mr. P. S. Chavan, our office staff member.
4. The services of outside professionals are hired for repairs and maintenance for repairing and maintaining the office equipment as and when the requirements arise.

Library:

- 1) Library budget is prepared at the beginning of the year for approval by the College Development Council.
- 2) Purchases for the library are made throughout the year according to the requirements.
- 3) Verification of the library books is conducted at the end of the year.
- 4) Meetings of Library Committee are held periodically for taking stock of and planning of library activities.
- 5) As a part of interlibrary borrowing facility, library facilities are extended to New English School and Junior College (run by Patpanhale Education Society).
- 6) Journals, periodicals, reference books etc. Are added to the college library as per the requirements of the staff members and only after due approval in the meetings.

Computers:

1. Computer system repairs, maintenance, up gradation etc. are made as and when needed.
2. Every year, an Annual Maintenance Contract (AMC) is made for the repairs and maintenance of the computers and related accessories of the college.

Sports:

Students are given due scope for their training and also for their participation in different sports competitions held at intercollegiate, zonal and University levels.