

**J.B. SAWANT EDUCATION SOCIETY'S
TIKAMBHAI METHA COMMERCE COLLEGE
MANGAON-RAIGAD**

**Institutional Procedures and Policies for Maintaining and Utilizing
Physical, Academic and Support facilities**

Policies for Maintenance Utilization of Physical Facility Classrooms:

Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non-teaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately. It is ensured that maximum utilization of classrooms and infrastructure is done. Lectures are conducted in the morning sessions and in the afternoon session junior college activities are functioned.

Academic Library:

On need basis online help is sought for the software updating and maintenance used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by library staff. Pest control is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are repaired as per the requirement. 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 related to subjects. Reading room facility and computers are provided with internet facility for the benefit of students. 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 student for book search.

Computers Maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software. Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work. Computers are connected with high speed internet facility. Computers are provided with upgraded antivirus.

Sports facility: Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field. Synthetic surfaces on ground are cleaned periodically. Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition. Well-equipped gymnasium is used by students as per the given slot under the guidance of coach.