

# **Smt. Kashibai Navale College of Education, Kamlapur**

## **Policies and Procedures**

The college has an established system for maintaining and utilizing physical, academic, and support facilities. This system comprises active planning bodies like College Development Committee, IQAC, Building, and maintenance committee Finance and Purchase Committee, Hostel Committee Library Committee, Sports and Physical Education Committee, College Garden, and Feedback Committee etc. At the beginning of every academic year, CDC decides the budget and allocate a specific amount to different heads of the expenditure. They take a periodical survey of the campus about repairs, replacements, damages, etc. Feedback from the students and parents is considered by the Feedback Committee for the implementation.

### **Maintenance of the physical facilities: -**

Classrooms, Guidance rooms, seminar hall, Ladies room, Boys and Girl's hostel, Library, reading room, Laboratories (Resource centers) are for students admitted for the college. All classrooms are with adequate furniture and teaching aids for a smooth teaching-learning process. Information Technology lab, Psychology lab, Science lab are fully equipped and maintained by the respective head of the labs with the help of administrative staff. Structural Audit was done by the competent authority. College has Resource. Students are encouraged to use these in their practice lessons. Sufficient provision is made in the annual budget for each laboratory for maintenance and development. Annual maintenance contract of ICT lab and computers is given to local agency. All the labs are well equipped with adequate numbers of computers.

### **Sports, games facility: -**

Institute has a playground. Play Games like musical chairs, cultural activities and Physical Education are carried out on this playground. College has Indoor game facility for faculty and students for games like Carom, Chess, Table-Tennis. Playground and Indoor games. hall is maintained by the head of the physical Education and Health resource center. Ladies Room: There is separate Ladies Room with sanitary facility. Guest room with attached small kitchen and toilet regularly cleaned by the worker of local agency.

### **Library: -**

Library is well maintained according to changing academic needs. Library committee give suggestions for the development and maintenance of the library. Reading room and the Research Room are well maintained by the library. Shielding of the windows of the library with iron nets was done.

**Hostels: -**

College has Ladies and Boys hostel with solar heaters. Rooms of the hostels are well equipped and provided to students and employees of the mother institute whenever needed with nominal charges. Vehicle parking is available.

**Safety: -**

Safe drinking water facility- college has taken care of health of human resources of the college by placing RO water filter unit with cooler. CCTV cameras for safety of the human resource and infrastructure of the college CCTV cameras installed inside and outside of the college building which maintained by the agency appointed by mother Institute.