

Dr. H. N. Sinha Arts & Commerce College, Patur.

Near New Bus Stop, Patur, Dist-Akola-444501 (MS)

Policy and Procedure Document

The campus of the institution is center of the lives of all students and in many cases their home too. Students remember college campus throughout their life. We spent maximum time in the college campus. The infrastructure of our institute is adequate to provide conducive atmosphere to achieve programs outcomes. The planning of college campus is by considering present and future name of the institution. The Laboratories of all core subjects are equipped and maintained.

POLICIES

The institute has prepared policies for infrastructure development with academic expansion. For the optimum use of infrastructure classes are conducted in two shifts and time table is scheduled.

The budgetary provision for augmentation and maintenance of the infrastructure is made at the beginning in every session. As per growing needs and for the sustainable development the budget is estimated in the building construction committee. The budget Proposed is kept before college development committee for sanctioning. Then it is forwarded to Parent Management Committee for sanctioning. After the engineer of management surveyed and reviewed, the resolution is passed in building committee of management. The further action is taken by inviting tenders and order of construction of buildings and renovations are fixed to private agency quoting lowest prices.

A] Physical facilities: -

a) Academic facilities: -

Classroom, laboratories, seminar halls and auditorium in the institution are satisfactory resources required as per programs. The maximum utilization of classrooms and Laboratories is carried out by conducting classes in two shifts. Three classrooms are furnished with LCD projector to deliver the lectures by using PowerPoint presentations. While well equipped Bhausahab Panjabrao Deshmukh Auditorium is accomplished with LCD projector and mike system. Which can

accommodate about 300 students and usually used to organize workshops, Symposia, conferences etc.

b) Library: -

Library is semi-automated in the year 2020. Library is stocked with large number of textbooks, reference books, magazines, journals etc. In library e-library facility is provided with access to e-books, e-journals, Shodhaganga, Post graduation in research.

c) Computing and IT facility: -

Adequate and relevant computing and internet services are available in the institution. The institution has ICT facilities in most of the departments with leased line of 40 mbps Bandwidth of internet. The students are rendered with sufficient number of computers.

d) Digitalized working system-

Use of software application for administrative, documentation, reporting, tracking is well governed operation of the institute.

B] Support facilities: -

Likewise, the academic facilities institution also acquires desired support facilities to satisfy needs and all stake holders. Institution so has adequate facilities for indoor and outdoor games, yoga center, health Center, college canteen, Boys' and girls' common rooms and Eco-friendly units.

1. **Yoga center-** To create spiritual and holistic approach among the students and staff members, Yoga center is established. It is under expertise Yoga teacher for useful guidance. This center boost to keep human body and mind fit and also support to remain stress-free.
2. **Health center-** It is one of the responsible and emergent support systems in the institution to assist in the treatment of students as early as possible. It specially concentrates on primary medical care of students in campus. Department of Micro Biology take care of students.
3. **College Canteen-** Complementary to classroom educational experiences of students, canteen also plays important role in promoting social communication and healthy eating habits.
4. **Common Room-** As upgradation in infrastructural facility, college render separate common rooms for boys and girls. In this area students can procure fruitful discussions and also get relaxed. College library is supported by Wi-Fi facility.
5. **Eco-friendly Units-** Fostering Eco-Friendly environment tin campus of college various units is working.
 - **Solar panels** are installed to **Save electric energy**, which might be considered as a unique social symbol, as solar power is free source of energy.
 - In college campus large **Water harvesting pit** is constructed to **Save Water**, which is serving to increase water table of campus.

- Green waste created in gardens of college campus are managed by preparing organic manure in **Compost pit** of botanical garden. Compost manure prepared might be playing a role to **Save soil**.
- **Plantation programs** are carried out regularly by NSS, NCC and various departments at campus or at Villages to **Save Environment**.
- **Cleanliness drives** are arranged regularly at various places in the city Temple, bus stand, vegetable market, various hospitals to **Save health**.

PROCEDURE for MAINTENANCE

- Institution have created policies and procedure to keep the healthy, pleasant and comfortable ambiance of institution.
- We have hired services for cleaning classrooms, toilets, auditorium, campus area & girls' hostel.
- We have gardener to look after various green areas and botanical garden. Apart from this student's department of Botany are also involved in caring the botanical garden.
- Water supply is from the municipal corporation and bore well in campus. Water purifiers and water coolers are installed at various places and maintained by experts.
- As per suggested in electric audit report separate Airy Electric meter room is established in open space to manage extra load on Electric Supply MCB are also provided.
- To overcome problems of power supply cut the generator is also installed for emergency work.
- Solar panels are installed on roof for generation of sign if I can't amount of electric energy which may help to minimize the electric bills of electricity board.
- LCD lights are incorporated in in most of the open places and classrooms to reduce electricity consumption.
- For maintenance of Electric Supply units, wiring, repairing of all basic requirements is given to expert electrician on contract basis.
- The maintenance of computer, software, hardware and internet facility in the institution is given to expertise person on contract basis.
- Security of college campus is maintained by security guards hired form private services.
- To maintain the security and safety of all students, full campus of college is under surveillance of CCTV.
- For fire safety each laboratory of the department it provided with cylinders.