

Procedure and Policies for maintenance and utilizing Physical, Academic and Support facilities – Laboratory, Library, Sports, Computers and Classrooms.

Facilities	Maintenance	Utilization
Classroom	<ul style="list-style-type: none"> • Regular maintenance and cleaning of the classrooms is carried out by class IV non teaching staff under the supervision of Office Superintendent. • Classrooms are allotted to class IV non teaching staff and its cleaning is carried out weekly. 	<ul style="list-style-type: none"> • Time table committee prepares the timetable in such a way that all the classrooms are utilized in a proper way. • The lectures of Arts and Commerce streams are scheduled in morning session and the lectures of science stream are conducted in both session morning and afternoon.
Laboratories	<ul style="list-style-type: none"> • Annual maintenance of the Laboratory instruments is carried out by service provider. • Service engineers are called if there is any need. • The updation of laboratories is done on need basis through local experts. • Regular cleaning of laboratories is carried out by laboratory attendant. 	<ul style="list-style-type: none"> • Time table committee prepares the practical batches of students. • Practical are conducted in morning and afternoon sessions to make proper utilization of laboratory. • Power back ups are also provided to the laboratories. • Apart from the regular practical, theory lectures are also conducted in laboratories to promote experimental learning.
Library	<ul style="list-style-type: none"> • Annual maintenance of SOUL software is carried out by service provider. • Regular cleaning of the library is carried out by class IV non teaching staff allotted to library. • Regular maintenance of the furniture and other things are done as per the need. 	<ul style="list-style-type: none"> • Library is partially automated by SOUL software. • Class wise time table is prepared to issuing and returning of the books. • Book exhibition is conducted in the beginning of the year to know the valuable and well-known books in the library.

		<ul style="list-style-type: none"> • Department wise budget is allotted every year. • Head of the departments submits the requirements as per their need.
Computers	<ul style="list-style-type: none"> • Regular maintenance of the computers is carried out by administrator under the supervision of office superintendent. • As per needs the antivirus are provided to concerned sections. 	<ul style="list-style-type: none"> • The computers are available in office, account section, computer labs, departments and library for administrative and departmental work. • Computers from office, computer labs and accounts sections are connected through LAN and also provided with internet facility.
Sports	<ul style="list-style-type: none"> • Whenever needed, the maintenance of gymnasiums, Indoor stadium and sports materials and equipments are carried out by experts. • Regular cleaning of Indoor stadium is carried out by class IV non teaching staff under the supervision of Director of Sports. 	<ul style="list-style-type: none"> • Sports equipments and materials are provided to students as per schedule and also for intercollegiate competitions.



PRINCIPAL

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