

The college follows established system of policies and procedures for maintaining and utilizing physical, academic and support facilities.

Computer Laboratories

Utilization:

Class wise laboratory schedules are followed as per time table. Standard Operational Procedures for handling various equipment and instruments are strictly followed. Nonfunctional equipment's and instruments are discarded by appropriate entry in dead stock register. Any requirement of the stocks is timely brought to the notice of the Principal.

Maintenance:

A register is maintained for entering malfunction/s, faults ect.in the computers.. Technician visits and assesses the maintenance and makes entry in the concerned register. The entry of repair work is checked by the Principal and endorsed.

Library:

Utilization:

Students' entry register is kept at the entrance counter. Student with identity card is given entry. Board of "Silence" is displayed.

Students have facility to access online journals and e-book. Students are issued two books per 15 days. Students are fined for the delay book return. Non return of Library book on time shall be fined. A separate reading room is available next to library.

All students are allowed to borrow 1 book at a time for seven days.

Maintenance:

Updated accession register is maintained. All records of orders and purchase are maintained in the book of records. Stock checking is done at the end of each academic year. Book of accounts is maintained in library. Budgets for library is discussed and approved in library committee. Requisitions given by the teachers are maintained for timely purchase of books. Every year college register for book bank scheme in Mumbai University.

❖ Koha software:

Policy:

Koha is true enterprise class ILS with comprehensive functionality including basic and advanced option. Koha includes modules of acquisitions, circulation, cataloging, serials management, multi formats notice etc.,

With the help of internet access Koha software has been used in college library.

Maintenance:

Koha software has been used in college library for cataloging of book data.

This software are used for maintain membership of students and staff also issue return and renewal book data are maintained. We can update Koha software as per requirement after new version. With the help of OPAC students and staff can access online the index of library.

❖ **Book Bank scheme:**

Policy:

College enrolled backward class Book Bank scheme from Mumbai University in 2018-19 for undergraduate students who's belonging from SC, ST & VJ, NT gives him the text book set as availability to books.

Library also gives these services to financial weak students whose doesn't belonging to category students.

Maintenance:

Book Bank Scheme notice are circulate in every class. Needy students can fill up the form. As per caste & requirement librarian are proving books.

Date & time are set for every class as per the schedule students can barrow the book for librarian.

Book issue returns register are maintain, signature are taken in issue & submission time.

❖ **Book Circulation:**

Policy:

- ❖ Student must have to fill-up the library form for library membership. Library cards are provides to only member.
- ❖ All students are allowed to borrow 1 book at a time for seven days. Scholar students can borrow 2 book at a time for 7 days.

Maintenance:

- ❖ After 7 days penalty will start 1 rupee for 1 week.
- ❖ Book issue return register are maintain.
- ❖ Book issue return information are maintain in koha software.

Class Rooms

Utilization:

Based on the strength of students classrooms are allotted for lectures. Lectures and practical are regularly monitored.

Maintenance:

Maintenance of each classroom is done every day. A cleaning register is maintained for recording the maintenance.

Language lab

Utilization:

Language laboratory is an audio-visual installation used in modern teaching methods to improve the English language of students. College in co-operate language lab schedule twice in week for each class.

Language lab access through a dongle. Its help to develop their communication break through the traditional

teaching method with the rich teaching material contents, the digital language lab motivates student's learning attitude, providing an interactive learning environment.

Maintenance:

A register is maintained for entering malfunction/s, faults ect.in the computers.. Technician visits and assesses the maintenance and makes entry in the concerned register. The entry of repair work is checked by the Principal and endorsed.

Sports facilities

Utilization:

Class wise sports session schedules are followed as per time table. Standard Operational Procedures for handling various equipment and instruments are strictly followed. Any requirement of the stocks is timely brought to the notice of the Principal by filling requisition form.

Maintenance:

A register is maintained in the sports department to keep records of the equipment's access by the students during their sports session. This register also used for tracking breakage, misuse of the sports equipment's by the students.

Support Facility:

Utilization:

Electric switchboards have switches marked with number of fluorescent lamps or fan and an instruction to switch off those that are not required, to save the electricity. Water filters and coolers satisfy the need for safe and cool drinking water. Floor and washrooms are cleaned at least twice every day. Vending machine for sanitary napkins is available.

Maintenance:

Taps and flush tanks are regularly checked for leakage and repaired promptly to prevent wastage of water. Annual maintenance contract is made for water filters-coolers. Wiring is checked half yearly to ensure safety and to avoid short-circuit. A cleaning register is maintained to monitor cleaning of floor and washrooms.

Ladies common room

Policy:

- ❖ The College has separate common rooms for girls and boys. Vending machine for sanitary napkins has been installed in the College.

Maintenance:

- ❖ As per requirement machine are load by vendor (napkins supplier).
- ❖ Vending machine maintenance are maintain through register.

Water purifier

Policy:

- ❖ One major purpose of water purification is to provide clean drinking water.
- ❖ College has done Annual maintenance contract with Aqua Gard.

Maintenance:

- ❖ Thrice in year filter are change by vendor.
- ❖ Quality of water checked by supervisor.

Laboratories

Utilization:

- ❖ Class wise laboratory schedules are followed as per time table.
- ❖ Standard Operational Procedures for handling various equipment and instruments are strictly followed.
- ❖ Nonfunctional equipment's and instruments are discarded by appropriate entry in dead stock register.
- ❖ Any requirement of the stocks is timely brought to the notice of the Principal.

Maintenance:

- ❖ A register is maintained for entering malfunction/s, faults et.in the computers.
- ❖ Technician visits and assesses the maintenance and makes entry in the concerned register.
- ❖ The entry of repair work is checked by the Principal and endorsed.

Website Link: <https://hirwaleducationtrust.com/ccsit/our-facilities/>

