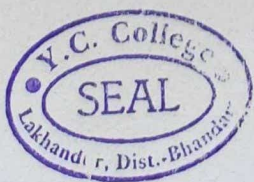


PROCEDURE AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

For the maintenance and utilization of physical, academic and support facilities, showing full faith in the principle of decentralization of authority, the institute has constituted various committees such as College Development Committee, (Previously LMC), Syllabus Supervisory Committee, Games & Sports, Ground development Committee, Environmental Study Club, Library Advisory Committee, Science Association, IT & Computer Literacy Committee, College Exam, Result Analysis & Improvement Committee etc. The College Development Committee is responsible for maintaining and utilizing physical facilities. Accordingly the said committee keeps track of the status of physical facilities in the institute and suggests and recommends repair, maintenance of the building and the creation of additional infrastructure as per the requirement to the head of the institute and governing body. In accordance with this under the supervision and guidance of principal and governing body the concerned clerk prepares the budget. The institute ensures the availability and optimal utilization of adequate physical facilities for the effective implementation of curricular, co-curricular and extra-curricular activities at the institute. For instance, on the suggestion of the said committee the institute installed vending machine in girls' lavatory for their convenience. CDC keeps observing all the classrooms of the institute and take the requisite steps to maintain them well equipped with the required material like desk, benches, green board etc. To ensure smooth maintenance and optimal utilization of academic facilities, the principal has set up a Syllabus Supervisory Committee and appointed the Course Coordinators to monitor various academic activities which include the implementation of annual teaching plan for effective delivery of curriculum, use of ICT tools for effective teaching-learning process, arrangement of substitute in the absence of respective teacher for uninterrupted teaching-learning, co-curricular activities, classroom level tests, group discussions, teacher-students interaction etc. and suggest and recommend the required academic facilities for the same to head of the institute. The institute has a Science Association to monitor various activities related to science stream including the maintenance and utilization of laboratories. The Library Advisory Committee has been formed by the head of the institute to ensure the efficient maintenance and best possible utilization of the facilities provided by the library. In this way there are established systems and procedures to ensure quality maintenance and the optimal utilization of all the physical, academic and support facilities.



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