

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)


Procedure for Maintenance: At the beginning of the academic year in consultation with the Principal the institution prepares the timetable and class distribution plan. The various committees including CDC, IQAC, Purchasing committee monitor the utilization of facilities. Timetables are prepared for using computer labs, sports facilities, library resources reading rooms, laboratories, and accordingly, students are encouraged to use all the facilities. The CDC allocates the budget for enhancing all the facilities and finally, it verifies its utilization. The CDC looks into the suggestion of all faculty and staff and various committees positively and takes efforts to fulfill the suggestions.

The Process of Budget Allocation: The institution is cautious about budgetary provision. In the beginning of the academic year, the institution asks for budgetary demands from all the heads including departments, libraries, laboratories, sports and administrations and accordingly allocates the budget for purchasing lab equipments, library resources, sports equipments and stationary materials.

Presently, the institution runs two UG programs (B.Sc., BCA,) and three PG programs (M.Com, M.A. History, and M.A. English). Budgetary provisions for conducting these programs have been made well in advanced.

The utilization of all facilities including classrooms, laboratories, library services, sports facilities etc are verified periodically by the Principal. For smooth functioning and effective utilization, the time tables are prepared in the beginning and at the end of the utilization reports are prepared.




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