

**BSW COLLEGE
KHAPERKHEDA**



4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

Laboratories:

The labs in the institute are administered by Laboratory In-charge (a faculty) and Laboratory Assistant. In case of any maintenance/repairs, the Laboratory In-charge initiates the appropriate corrective action in consultation with the principal of the institute.

Utilization of support facilities:

The infrastructural and resources utilization of the institute are administered by the Principal. Faculties are allowed to put up to the principal of the institute requirement if any with regards to extension, renovation, alteration, relocation etc. of the available resources and facilities.

Sport / Ground Maintenance

A faculty designated as Director of Physical Education is assigned the responsibility of maintaining sports accessories and supporting accessories of indoor and outdoor games. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.

House Keeping of classrooms, laboratories and the entire institute campus

Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

IT Facilities

Institute has appointed Computer Technician to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals.

Electrical Maintenance

All the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute is carried out by electrician hires from outside as and when required.

Garden

Institute calls outside gardener to takes care of garden, lawn and the indoor plants placed at various locations in the institute.