Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities

- For the systematic utilization and maintenance of college infrastructure various committees and departments play important role.
- Peon, assistant, attendant reports the problem related with the maintenance to head of committee or department
- Overview and decision of maintenance by respective committee in meeting.
- Major maintenance task reported to the principal for approval by head of committee/ department..
- Head Clerk of college office makes financial provision either from the college or from Dapoli Education Society and arranges internal or external agency / person to solve the problem.

1. **Library**

    Librarian is the responsible person for the all activities in the library like purchase, book lending, stock keeping and maintenance of library infrastructure. Library advisory committee guide librarian time to time.

2. **Sports & Gymnasium Facilities:**

    Head of Sports Committee is the responsible person for utilization and the maintenance of all infrastructure & equipment. Any Sports activity as well as utilization of any type of sports infrastructure and accessories will be done after prior permission of the same.

3. **Computers and ICT Facilities:**

    Head of Computer Science Department is the responsible person for all electronic equipment's and networking in the college campus. Maintenance of all existing infrastructure is solely decided by Head of Computer Science Department.

4. **Cultural Activities:**

    Head of the cultural department is responsible person for utilization and maintenance of all cultural properties. Financial provision made from fund of a college reserved for such things in a budgetary provision.

5. **DLLE & NSS**

    Programme officer of DLLE and NSS are the responsible persons for maintenance and utilization of all infrastructure made available for these activities. Utilization of any equipment and accessories will not be made without prior permission of Programme Officer of NSS Department inside and outside the campus.

6. **Classroom, Seminar Hall, Meeting Room:**

Common Infrastructural Units like class rooms, seminar hall and meeting room etc. are in a possession of college office. Head Clerk of the college office is responsible for utilization and maintenance of this infrastructure. Cleaning and regular maintenance of this infrastructure is carried out through office peons. Regarding any type of maintenance care taking office, staff, peons have to report to the head clerk.

7. **Laboratories and staff room**
   Laboratory Assistant is responsible person for maintenance and utilization of laboratory equipements, apparatus and infrastructure. Regular cleaning and maintenance is carried out through laboratory attendant. Laboratory Assistant reports major tasks of maintenance to head of respective departments.

8. **Canteen**
   Canteen facility infrastructure is kept in a possession of canteen contractor. College canteen advisory committee time to time monitor activities and maintenance and reports to principal office. Principal orders canteen contractor to make changes regarding hygiene, quality, maintenance and utilization of canteen infrastructure accordingly.

9. **Girls Hostel**
   Girl's hostel infrastructure is in a possession of rector, Hostel warden and hostel superintendent controls and monitor utilization and maintenance of hostel infrastructure through hostel attendant.

10. Two peons are appointed to take care various gardens and plants in the college campus