

G R Patil College of Arts, Science and Commerce, Dombivli (E)

Procedures and Policies for Facilities

The governing body of college along with the Principal decide the guidelines for overall development and accordingly frame policies based on guidelines of UGC, University of Mumbai. There are different committees to look into maintenance and other infrastructural facilities.

Purchase committee:- The committee scrutinizes the proposal of fund utilization based on need and requirement to ensure optimal utilization of funds allocated to the respective departments for each academic year. The decision is finalized on the basis of questions.

Library Advisory Committee:- The library has advisory committee with a librarian as convener and faculty members nominated as member of the committee by the Principal. This committee meet to discuss the function, requirements, utilization of resources, distribution of funds and other matter pertaining to the library.

Infrastructural Guidelines and Policies (For use, repair and maintenance):

- I) **Use of Classrooms:** Class representatives have to report any breakages / nonfunctioning of instruments to the concerned authority.
- II) **Use of Mobile phones in college premises:** Students are permitted to use mobile phones only in the lobby on the ground floor, the common room and on the landings at any time during the day. Phones may also be used in other places during the break time. Phones are to be Switched off and placed in the bag during class hours. Students are permitted to charge their phones only in the common room. Students are responsible for the safekeeping of their phones and valuables.
- III) **Use of Laboratories:** Students are not permitted in the laboratories without the presence of the faculty teacher. There are written rule to be followed by the students in the laboratories.
- IV) **Waste Disposal:** The college is now following the Grampanchayat / KDMC rule to use garbage bins. The college has grievance redressal mechanism where students can consult any problems related to library and other facility. The maintenance of infrastructure facilities like toilet blocks, equipment, furniture, replacement of fire extinguisher, electric work, plumbing, aqua guard, water cooler, water tank is on contract basis. Accession records are maintained of the purchase for library as well as for laboratories.