

Model English Education Society's

SHARDA MAHAVIDYALAYA ARTS & SCIENCE, PARBHANI

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

Near Govt. Hospital, Subhash Road, Parbhani-431 401, (Maharashtra) India.

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NAAC 'B' Grade



Anil Hemraj Jain
President

Dr. Wamanrao Jadhav
Principal

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

The college has a simple mechanism for maintenance and upkeep of the facilities. The Physical facilities are maintained by college administration that has a team of contractors, supervisors, plumber, electrician, gardener, sweeper and carpenter. Optimum working condition of all properties/ equipments on campus is ensured. It includes Generator, Air conditioners, Xerox machine, CCTV cameras, Water Purifier and Inverters. Maintenance of these facilities is done regularly as per the requirements. All stakeholders have equal opportunity to use these facilities as per the rules and policies of the institution. The College has appointed a security guard for campus security. Campus maintenance is maintained through surveillance cameras. The computer network assistant provides regular support services relating to computer hardware and software. Computer facility is made available for the students in working hours. 1. For the maintenance of IT facilities in the campus the College has contracted *on Call* basis with M/S Balaji Computers, Parbhani. 2. Maintenance of Electrical Equipments: the College has on Call basis contract with Mr. Shaikh Yousuf for the upkeep of any work related to electrical. 3. The maintenance of copier inverter is carried out by Shree Sales Services, Aurangabad and Samarth Multiservices, Parbhani respectively. 4 .Mrs. Vidyabai Jaypal is a contracted sweeper for cleaning purpose of washrooms.

The College ensures maximum utilization of facilities such as classrooms by framing a time table, where time slots for each class are allotted before the commencement of semester. Classrooms are cleaned daily by non teaching staff of the concern departments. Conference room is allocated for different activities. The College space is also allocated to External Users on basis of request through email or requisition letter. College Space and classrooms are allocated for following activities:

- a. Elections for local bodies, Legislative assembly and Parliament.

b. College ground for different tournaments c. Class rooms for offline competitive exams by government organizations and corporations. Standard safety procedures are followed for handling chemicals, acids and various other equipments. Regular cleaning and maintaining of equipments is done by the lab assistants. The College ensures effective utilization and maintenance of library through library committee. Books are issued to the students on their issue cards and ID cards. Fine is charged for overdue books. The library remains open for 8 hours on all working days. Precautionary procedure is followed for the safe and secure maintenance of library books. The College has ramps for differently abled students. The institute has a common hall which is used for various activities such as indoor games, cultural programmes, workshops, seminars, conferences etc.

The Sports dept. organizes indoor games in the common hall and outdoor games are organized at the ground of government or semi government authorities where the ground is available on requisition letter.



Principal
Principal
Sharda Mahavidyalaya
Parbhani