



Maratha Vidya Prasarak Samaj's

**KARMAVEER KAKASAHEB WAGH**

**ARTS, SCIENCE AND COMMERCE COLLEGE, PIMPALGAON (B)**

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**Principal**

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Affiliated to Savitribai Phule Pune University

(ID No PU/NS/ASC/009/1968)

Junior College Code : J 13.08.017

**NAAC Accredited B+ Grade**

Ref. No.

Date :

### **Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities**

There is an established system and procedures for maintaining and utilizing physical and academic support facilities in the campus. All the facilities are well maintained and appropriately utilized. The description of the system and procedures of maintenance and utilization of physical and academic support facility is given below:

- The institution practices a policy of decentralization of authority for efficient look over, maintenance and best utilization of its available resources.
- Various committees are formed to look after the facilities and their maintenance viz. IQAC Committee, Campus Development Committee, College Website Committee, Time Table Committee, Purchase Committee, Library Advisory Committee, Examination Committee, NSS Committee, NCC Committee, Extra Mural Committee, and Student Welfare Committee etc. These committees in consultation with the respective heads of the departments look after the utilization and maintenance of the concerned facilities.
- The institution has College Development Committee. The committee is involved to take policy decisions of infrastructural development and maintenance of the college.
- Electrification and water supply system of the institution is being regularly monitored and maintained.
- For the maintenance and repair of computers and other equipments, the service agency is appointed by the college.
- Every year budget is allocated and utilized for maintenance of these facilities.
- There are sophisticated instruments and equipments available in laboratories which are easily accessible to students and staff. Laboratory Assistant and Laboratory Attendant monitor their usage and are maintained under the guidance of HOD.
- Equipments and instruments, gas connections, electrical fitting are checked with regular intervals.
- Apart from this college hires the services of private agencies to look after the maintenance of the computers and other equipments.
- Fire extinguisher is available in the laboratories and library as a safety measure which is regularly refilled.
- The library is headed by librarian. He is supported by the supporting staff. A Library Advisory Committee is formed to ensure smooth and effective functioning of the library. This committee guides librarian regarding improving and enhancing library services.
- Sport Department is headed by Physical Director. Indoor and outdoor sport facilities are provided to the students by the department. An attendant is provided to the department, who takes care of the sports instruments and helps in maintaining ground.
- The college runs in two shifts to make maximum utilization of the academic facilities. The morning shift is allotted to Arts and Commerce stream, while the afternoons shift to Science and Computer Science stream.
- Responsibility of cleaning and maintaining classrooms, Laboratories, Office, Library and all the campus has been given to attendants and peons.



**Principal**

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