

**RAYAT SHIKSHAN SANSTHA'S**  
**CHHATRAPATI SHIVAJI COLLEGE, SATARA**  
**(AUTONOMOUS)**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities -**

**The institutional systems and procedures for maintenance physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are as follows:**

- The faculty submits their requirements to Head of the Departments which are conveyed to the Principal. The Principal instructs the concerned authority to take the necessary action
- The College hires skilled workers like carpenters, masons, plumbers, electricians, etc for the purpose of maintenance / repair as per requirement
- The computers and other equipments are repaired and maintained through the services of Karmaveer Institute of Information Technology, Satara as per requirement
- Instruments in the Department of Geography and Psychology are repaired and maintained by the expert technicians
- The cleanliness and other maintenance of the campus is done by the support staff through cleanness committee. Every building has one separate chairman of cleanness committee.

**a. The College taken major steps for location, upkeep and maintenance of sensitive equipment are as follows:**

- The sensitive equipments are located in proper places taking adequate measures for their protection and storage
- Provision of Main Circuit Breaker (MCB) and earthing at proper places
- The college has electric power generator for uninterrupted power supply
- The voltage stabilizers are provided for sensitive instruments
- Provision of invertors for backup of electricity
- Provision of constant water supply through Municipal Corporation, Satara
- Additional provision of water supply through the well of the college
- Regular supply of water and electricity is monitored by support staff

- b. **The college established systems and procedures for utilizing** physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. available infrastructure is in line with its academic growth and it is optimally utilized in the following way:

**Optimum utilization of the Infrastructure:**

- The infrastructure is optimally utilized by planning and execution of various activities
- The time-table is prepared in such a way that the infrastructure is used optimally
- Infrastructural facilities like classrooms, laboratory, administrative office, library, multi-purpose hall, sports facilities are judiciously utilized considering the yearly events of the college and class-wise and activity-wise strength of the students
- The infrastructure is effectively used for conducting lectures for short term and skill oriented courses and competitive examination in the morning
- The infrastructure is used for conducting university examinations and central assessment programmes of the university
- Various competitive and government examinations like Maharashtra Public Service Commission examinations, B.Ed. Entrance examinations, Zilla Parishad examinations, Police department examinations, etc. and Government Organisations' and Non Government Organisations' activities are conducted on holidays in the campus
- The Rayat Sevak Cooperative Bank Ltd. and the Rayat Seva Co-operative Stores provide their services to stakeholders on rental basis on the campus
- Guidance sessions for students of Distance Education Centre of Shivaji University, Kolhapur are conducted on Sundays
- Activities of most of the support services are conducted on Sundays
- Prin. Sumatibai Patil and Barr. P. G. Patil Competitive Examinations Guidance Centre and Study rooms are well utilized on holidays also.
- Reading room in the library and study rooms are utilized regularly
- The Umbrella Shed and additional space near canteen is used by the students for lunch
- The seminar hall is used for seminars, workshops, guest lectures and other academic programmes
- The meeting hall is utilized for the meetings with the faculty and various committees.