



Charutar Vidya Mandal's

## S. M. PATEL COLLEGE OF HOME SCIENCE

Affiliated to Sardar Patel University NAAC Accredited 'A'

HUMAN DEVELOPMENT | FAMILY RESOURCE MANAGEMENT | FOODS AND NUTRITION  
TEXTILE AND CLOTHING | FOOD SCIENCE AND QUALITY CONTROL

PRINCIPAL : DR. BHAVANA Y. CHAUHAN

Mota Bazaar, Vallabh Vidyanagar-388 120,

Dist. Anand, Gujarat, INDIA

Ph. +91 2692-230245

Email : [smpcollege@yahoo.in](mailto:smpcollege@yahoo.in)

Website : [www.smphomescience.edu.in](http://www.smphomescience.edu.in)

Ref.No.SMP/

Date: 9<sup>th</sup> July 2018

### **Policies and Procedures for maintaining and utilizing physical, academic and support facilities**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college utilizes its infrastructure and learning resources to the optimum so that vision and mission of the institute is achieved.

Some of the features of the policy adopted by the college for infrastructure are as follows:  
The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

#### **PHYSICAL FACILITIES:**

- ✓ Physical facilities include laboratories, classrooms, computer lab, language lab, libraries, Auditorium, Gym, Indoor sports and cafeteria and lawns are made available to the students who seek admission in UG courses as well as certificate courses and distance learning courses and Institute for self-defense.
- ✓ For laboratory usage they are charged at the time of admission.
- ✓ The principal collects reports from all the heads of the departments, library in-charge, sports in charge, IQAC for the work done and requirement for the next academic year.
- ✓ Estate Department of the CVM and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing etc.
- ✓ Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office in the written form. The requirements are collectively processed to the trust and thereafter they take the action.
- ✓ The Estate department also look after the maintenance of rest rooms, approach roads and neatness of the entire premises.
- ✓ To make the functioning easy, under NSS, the Charutar Vidya Mandal has given duties to the teaching staff for maintaining cleanliness and hygiene in the college premises. The team has been allotted floor wise duties and authorized personnel from the Charutar Vidya Mandal also keep a check on the system.
- ✓ Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

- ✓ The college has a purchase committee, landscape committee, ICT in-charge, who look after the purchase and maintenance of the equipment after getting quotations and rate contract with the trust.
- ✓ Annual maintenance contract is signed to maintain Water filters, computers, LAN, Internet, Photocopier etc.
- ✓ Duties for website are allotted to one of the experienced of faculty member who is responsible for the updating the website.
- ✓ The voltage and power supply are regularly checked by the Charutar Vidya Mandal's electricians. The electrical wiring as it is too old needs to change and the management agreed for considering the same and expenditure incurred under CPE.

#### **ACADEMIC AND SUPPORT FACILITIES:**

- ✓ The academic facilities like classrooms and laboratories include equipment, software & smart boards which are used frequently by the students for curricular and co-curricular activities.
- ✓ Every department maintains a stock register for the available equipment. Annual stock verification of all departments is a regular process and keep account of non-functional equipment.
- ✓ Outsource person and instrument supplier to maintain the instruments and equipment whenever there is requirement.
- ✓ Library is maintained by provision of budget by college administration and UGC. The library is also provided with LAN facility for the computers, and they are loaded with library software. Only the students and faculties have an access of the library. The RF have been installed and as it is in the warranty period so will be maintained by the supplier.
- ✓ Computer, LCD and printer of the college are maintained regularly by a responsible faculty member. As and when any computer or other mass media equipment need any assistance, in charge faculty members was informed and the complaint is resolved as early as possible.
- ✓ The sports facility includes indoor gym, common ground owned by trust and universit all maintained by the college and cleaned by the support staff hired on the contractual basis.
- ✓ The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The maintenance committee conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

*B. M. Patel*

**PRINCIPAL  
S. M. PATEL COLLEGE OF  
HOME SCIENCE  
V. V. NAGAR-388120**