

Bharati Vidyapeeth's YASHWANTRAO CHAVAN LAW COLLEGE, KARAD.



PROCEDURE FOR UTILIZING AND MAINTAIN VARIOUS FACILITIES

The institution has established a systematic procedure for optimal utilizing and maintaining support facilities as follows:

A) Library Utilization and Maintenance policy/system-

Institutional library has procedures to maintaining the library activities like Cataloguing System, Shelving System, Regular Maintenance, Inventory Management, Membership Registration, Access Policies, User orientation, Reference Services, Interlibrary Loan, Digital Resources, Acquisitions Policy, Weeding and Replacement, Library Management System, Online Catalogue, Barcode Technology, Programs and Events, MOUS, Marketing and Promotion, Feedback etc.

- *Cataloguing System: Organizing and categorizing library materials for easy access and retrieval.*
- *Shelving System: Structured arrangement of library materials on shelves to facilitate browsing and retrieval.*
- *Regular Maintenance: Ensuring the upkeep and cleanliness of library spaces and resources.*
- *Inventory Management: Tracking and managing the library's collection of materials.*
- *Membership Registration: Registering patrons for library services and access.*
- *Access Policies: Establishing guidelines for accessing and using library resources.*
- *User Orientation: Providing guidance and assistance to new library users.*
- *Reference Services: Offering assistance with research and information retrieval.*
- *Interlibrary Loan: Facilitating borrowing materials from other libraries.*
- *Digital Resources: Managing electronic resources and databases.*
- *Acquisitions Policy: Guidelines for acquiring new library materials.*
- *Weeding and Replacement: Removing outdated or damaged materials and replacing them with new ones.*
- *Library Management System: Implementing a system to streamline library operations.*
- *Online Catalogue: Providing an online platform for searching library resources.*
- *Barcode Technology: Using barcodes for efficient tracking and management of library materials.*

- *Programs and Events: Organizing activities and events to engage library patrons.*
- *Marketing and Promotion: Promoting library services and resources to the community.*
- *Feedback: Gathering feedback from patrons to improve library services.*



By implementing these systems and procedures, our library effectively maintains our collections, provide valuable services to patrons, and contribute to lifelong learning and community development

B) Sports Utilization and Maintenance policy/system-

For sport facility maintenance we do regular inspections, cleaning sports facilities, equipment, and locker rooms are kept clean and sanitized. Repair procedures for promptly addressing any equipment damage or facility maintenance issues to ensure a safe and functional environment for users. Maintain outdoor sports fields. An emergency action plan that outlines procedures for responding to injuries, accidents, or other emergencies. First aid box. Some guideline use of sports facilities, including rules for behaviour, equipment usage, and guest policies. Inventory control, storage procedures, equipment checkout, sport days, etc.

- *Regular Inspections: Checking sports facilities for safety and functionality.*
- *Cleaning and Sanitization: Ensuring cleanliness and hygiene of sports facilities and equipment.*
- *Repair Procedures: Addressing equipment damage and maintenance issues promptly.*
- *Outdoor Field Maintenance: Maintaining outdoor sports fields.*
- *Emergency Action Plan: Outlining procedures for responding to emergencies.*
- *First Aid: Providing first aid equipment and training.*
- *Usage Management: Managing the usage of sports facilities to prevent conflicts.*
- *Guidelines and Policies: Establishing rules for behavior and equipment usage.*
- *Inventory Control: Tracking and managing sports equipment.*
- *Equipment Checkout: Facilitating the borrowing of sports equipment.*
- *Sport Days: Organizing events and activities for sports participation.*

We follow sports facilities maintain a safe and enjoyable environment for users, optimize resource utilization, and promote community health and wellness through sports participation.

C) Computers Utilization and Maintenance policy/system-

For computers college do inventory management, allocation of computers, management strategy to track the acquisition, deployment, maintenance, and disposal of computer assets. Hardware maintenance, regular inspections schedule routine inspections of computer hardware to identify any issues such as overheating, dust build up, or physical damage. Repair procedures for diagnosing and repairing hardware issues promptly, either in-house or through authorized service providers. Software management, software licensing system to regularly update operating systems, applications, and antivirus software to protect against security vulnerabilities

- *Inventory Management: Tracking and managing computer assets.*
- *Allocation: Assigning computers to users as needed.*
- *Maintenance Strategy: Planning for the acquisition, deployment, maintenance, and disposal of computer assets.*

Hardware Maintenance: Regular inspections and repair procedures for computer hardware.
Software Management: Updating software regularly to protect against security vulnerabilities.
Help Desk Services: Providing technical support and assistance to computer users.



User Education: Offering sessions or resources to educate users on computer skills and troubleshooting.

Help desk services: offer centralized help desk services to provide technical support, troubleshoot issues, and assist users with computer-related problems. Sessions or resources to educate users on basic computer skills, software applications, and troubleshooting techniques.

D) Classroom Utilization and Maintenance policy/system-

We have room allocation and scheduling for classes, classroom setup and maintenance accordingly need, equipment maintenance like benches, table, chairs, board, cleaning every day in classes, technology integration- like smartboard, projector, internet connectivity, technical support- with technical assistance, accessibility for physical handicap person, inclusive design for ventilation in class, feedback taken through suggestion boxes.

- Room Allocation and Scheduling: Scheduling classes and allocating classrooms.*
- Setup and Maintenance: Setting up classrooms according to needs and maintaining them regularly.*
- Equipment Maintenance: Ensuring the upkeep of classroom equipment.*
- Technology Integration: Incorporating technology such as smartboards and projectors.*
- Technical Support: Offering assistance with technical issues in classrooms.*
- Accessibility: Ensuring accessibility for physically handicapped individuals.*
- Inclusive Design: Designing classrooms with considerations for ventilation and comfort.*
- Feedback: Gathering feedback from students and faculty through suggestion boxes.*



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