

## College of Social Work, Ajangaon Bari Road, Badnera

2018-19

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

1. Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of College of Social Work Badnera, Amravati is done by the private agencies. As per demand application of maintenance. Principl intimates the construction, maintenance and repairing related requirements, as and when required, to the respective agency.
2. The college utilized assigned budget for procurement of different items which including book, journals and magazine equipment and contingency. For the year 2018-19, the total amount received through students fees was Rs. 2303486/- only. That can be used to some extent for maintenance of equipment, computers, maintenance and security of physical infrastructure and other items such as telephone services, office expenses, travelling allowances, CCTV surveillance etc.
3. As per quotation and demand sheet amount of the said maintenance items paid and vouchers/ bill of said items was forwarded to account section of the college for further process of accounting and auditing.
4. There are committees formed for formally looking after the functioning & monitoring of infrastructure and other facilities. Planning and purchase committee takes review of all the factors regarding budgetary provision. Annual maintenance contract is another feature.
5. Library committee is also formed to take review of the library stock.
6. The college has adequate number of specious, airy, will lit classroom. All the classrooms have ICT facilities.
7. Staff and students have access to computer with internet facility and facility for printing. Students are encouraged to use computer lab for various purposes like research, assignments, current event information etc.

**Dr. D.H. Kale**  
**Principal**

