

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

<b>Sr. No.</b>	<b>Physical, Academic &amp; Support Facilities</b>	<b>Procedure &amp; Policies</b>
1.	Class Rooms	Regular cleaning and maintaining is carried out by one responsible staff/student. Janitor is appointed for cleaning toilets & Washroom. Non-Teaching Staff keep all classrooms clean. So as to provide effective learning environment to the students all class rooms are cleaned daily by the non-teaching staff of the college. The electrical fixtures are checked daily by the trained staff and repairs are done promptly when needed.
2.	Laboratory	This College has no Science Faculty.
3.	Library	Procedures and policies for maintaining academic facilities Library. The requirement and list of books is taken from concerned departments. HOD's are involved in this process. Consistent with the college's mission to advance the highest quality of learning ,teaching, research, and community service among students, faculty and staff of the Laxmi-Shalini Arts, Science Commerce Womens's College, Pezari. The finalized list of required books is suitably approved and signed by the Principal. The Proper account of visitor (Students and Staff) on daily basis is maintained. Books home lending facilities provided for students and staff. Special reading room facility is provided. New arrivals are exhibited on board. Any user who exhibits behavior that is disruptive to other users may have their library privileges revoked, and /or be immediately evicted from the library.
4.	Sports Facility	College provided all sports materials to the students. I.e. Cricket kit, Badminton, volley ball Court, Table Tennis, Carom Boards, Athletics Material etc. Academic concessions will be given to students participating in sports. Annual sports day will be organized by college during annual social gathering. The college will felicitate students and their coaches for their outstanding performance in sports. College students participated in intercollegiate Competitions. Ground are cleaned periodically sports material is issued to students as per the schedule. The college has a big play ground.