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Prabodhan Education Society's
**Vidya Prabodhini College of Commerce, Education,
Computer and Management**
Vidyanagar, Parvari Goa



**Maintaining And Utilizing Physical, Academic
And The Support Facilities**

Policy Document



“Excellence, Everywhere, Everytime”

Maintaining And Utilizing Physical, Academic And The Support Facilities Policy

The policy and the Procedure for maintaining and utilizing Physical, academic and the support facilities is as follows

- The registered students are provided with facilities such as Classrooms, Elective rooms, Library, Computer lab, Geography lab, Sports facilities, etc. the institution makes provision in its budget from non-salary grants for maintenance of facilities that aids teaching-learning. Fees paid by students such as library, computer lab, Gymkhana, etc. are used for upgrading and maintenance of respective facilities.
- The ICT enabled classrooms with its furniture are used for multiple purposes. The primary purpose is conducting regular and extra lectures for students as per pre-determined academic timetable and individual/ group presentation, group discussions, experimental learning activities are conducted. The institution believes in community service and adhering by that offers' its classroom, when not in use to various government/non-government organizations for conducting competitive exams like CA/CS/SET and other academic purposes.
- The support and multi-tasking staff assist in the process of teaching learning. Cleaning and maintenance of hygienic environment in the campus is achieved by the efforts of the support staff. The classrooms, library, computer lab, office, and other facilities are cleaned on daily bases. The office in charge makes inspection of the campus on daily bases and discrepancy noticed is immediately reported.
- A daily-wage worker has been appointed for maintenance of hygiene in the washrooms.
- The Library is open from 8.30 am to 5.30 pm for all its stake holders. Student can visit library any time before/between/after lectures and during recess. Books, journals and newspapers can be referred physically as well as virtually and max of 3 books can be issued for a week's period. Special provision in the



budget is made for library up gradation and maintenance. The Institution has appointed a full-time Librarian for the purpose.

- Photocopying facility is available at free of cost/marginal cost to all stake holders.

Dhosan
IQAC Coordinator:

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

[Signature]
Principal

PRINCIPAL
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

