

**Bombay Physical Culture Association's**  
**College of Physical Education**  
Wadala, Mumbai- 400031 (Maharashtra)

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

- All the classrooms, Staff rooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by Non-teaching staff assigned for each floor.
- Wash rooms and rest rooms are well maintained by Rhythm Hospitalities. Dustbins are placed in every floor.
- For the maintenance of academic facilities like laboratories, classrooms, skill-related workshops, conference and seminar halls, additional budget is allocated. Also, the facilities like sports & games rooms are also maintained by the concern staff.
- The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc.
- Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year.
- Wherever necessary, the CC Cameras installed in the campus are maintained and taken care of by the administrative dept.

➤ **Maintenance of library**

Library maintained by the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the faculty members of the colleges. For enriching of the library, the committee procures some good publications from national and international publishers.

➤ **Maintenance of the laboratory**

The laboratory equipment's, specimens, and other necessary equipment's are purchased by the purchase committee as per the requirements of the teaching faculty of the college.

➤ **Maintenance of the sport facilities**

Incharge of the sports equipment room takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the principal of the college, as per the recommendations of the every faculty of the college. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students within the campus, so that the students can enjoy the events of Intramurals organised in the college.

➤ **Maintenance of Computers and IT facilities**

The principal of the college decides about purchasing necessary IT equipment's as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary.

➤ **Classroom facilities**

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV employers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal.