



ANJUMAN KHAIRUL ISLAM'S  
**POONA COLLEGE**  
**OF ARTS, SCIENCE & COMMERCE**  
CAMP, PUNE-411001



**POLICY  
DOCUMENTS**



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## **Physical Facilities - Sharing and Maintenance**

The college infrastructure being the backbone of an institution serves a vital support to the range of activities that are executed in it. Due to this pivotal role of the infrastructure, the college is committed to create new infrastructure whenever and wherever possible, enhance/renovate/maintain the existing one in the best interest of the college lending a constructive support to everything that happens here.

1. To ensure optimum utilization of the resources, the college infrastructure, including labs has to be used for academic and research activities by the faculty and students thereby contributing in the nation building effort.
2. Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
3. The college has a basketball cum volleyball court, badminton court, indoor table-tennis cum fitness center (gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events.
4. The college may serve as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc.
5. The college to also serve as an Examination center for the Annual and End-semester Examinations of the affiliated University.
6. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are to be made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours.
7. Few of the college non-teaching staff members are identified and trained to provide such professional services in addition to their routine work.
8. Since the line voltage fluctuations and power failures is likely to cause greater harm, proper care is taken for the safeguard and steady functioning of IT infrastructure, sensitive and expensive equipment by providing with necessary back up and support systems.
9. For the maintenance of advanced or expensive hardware, the services of reputed and reliable vendors subscribed by signing an Annual Maintenance Contract (AMC).
10. The funds obtained from the state/central government bodies, UGC, and the college management for the upgradation, maintenance and upkeep of infrastructure and support facilities are to be utilized for the same purpose only. Enough care to be taken that these funds are utilized during their allotted time frame.



11. Program Implementation Group (PIG) of a few faculty members is constituted for the supervision and monitoring of fund utilization received from various sources within their stipulated time frame.
12. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society.

## Extension Activities

To sensitize the students about social issues, and to imbibe a sense of social responsibility for their holistic personality development, the extension activities play a pivotal role. Hence the college must consider these extension activities in high regard by a centralized approach towards them.

1. All the extension activities conducted by the College through NSS, NCC, committees, departments etc., are to be critically designed for contributing towards bringing about social change and community upliftment, finally leading to holistic development of students.
2. The departments are encouraged to undertake extension activities either independently or jointly with other entities in collaboration with government or non-government organizations in all possible domains including need-based training programs and consultancy.
3. Community development activities and educational enrichment of school children must be targeted by the college wherever and whenever possible.
4. Enrichment areas may include science popularization, social justice group, mock parliament session, mock UN body session, one act plays, drama productions, debating, public speaking, and entrepreneurship development etc.
5. Achievement of hands-on experience in specific areas by the college students may be targeted by the extension and outreach activities.
6. These activities serve as a medium to students for displaying their talents and to utilize their knowledge and skills for the societal development.
7. By means of extension activities, the college also has to focus on national integration and communal harmony by involvement of Govt. agencies and local bodies wherever possible.
8. The extension activities of the college to also serve as a direct interface of the College with the corporate sector, the industry, public sector undertakings, social welfare organizations, government agencies, media houses and other educational institutions.