

**H.K.E Society's**  
**S.S.Margol College of Arts, Science & Commerce, Shahabad**

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

Institution adopted annual budget for the academic, physical and maintenance facilities.

At the beginning of the academic year budget will be prepared accordingly the utilization of the budget is done for the academic year.

The budget depends on fees collections and budget allocated by management. Management allocates the budget depending on the deficit.

The minor level problems of the equipment are done by teaching faculty of their respective departments. The physical facilities required are listed and a proposal is sent to management. With the approval of the management the issues of physical facilities are solved.

For Xerox machine, software and website the annual maintenance is given to external agencies. Purchase of books for library is taken against requirements submitted by the HOD of concerned departments, with the consent of Librarian the list is finalized accordingly the order is placed.

The sports facilities such as Table tennis, carom board, chess board, throw ball, badminton and volley ball, etc are provided to students. Students are encouraged to participate in zonal level, district level and university level sports activities. Institution is also conducts district level sports meet.