

## KALAPRABODHINI'S INSTITUTE OF DESIGN

### KOLHAPUR

#### Procedures and policies for maintaining Physical & Academic Facility

Yes, our institute has established systems and procedures for maintaining and utilizing physical, academic and support facilities.	
<b>Building Maintenance</b>	Daily Sweeping and cleaning of classroom, passages and ground etc. is allotted to the supporting staff (peons) and their immediate reporting authority is the Registrar. The washrooms and toilets are cleaned by the staff
<b>Physical Facilities</b>	The available physical facilities in terms of building and playground are utilized on time sharing basis. B.DES interior programs are conducted in morning session and Students of these program utilize these facilities as per their time schedule.
<b>Academic Facilities</b>	Individual timetable, class timetable and master timetable of all programs are prepared and followed. The timetable committee monitors day to day functioning of time table. <ul style="list-style-type: none"> <li>• <b>Library:</b> For maximum utilization of library facility, is available all six days in a week.</li> <li>• <b>Computer Lab:</b> Students can use computers from 2.00 pm to 4.00 pm. every day.</li> <li>• <b>Gymkhana:</b> Sports Facilities are made available to students after their regular lectures</li> </ul>
<b>IT Infrastructure:</b>	Each year, the IT support staff has to carry out preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment.



**Principal**  


**Ar. Girija Kulkarni**