

Samaj Shikshan Mandal's
Amruteshwar Art's, Commerce and Science College,
Vinzar, Velhe, Pune-412213



**Procedures and policies for maintaining and utilizing physical,
academic and support facilities**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has a well organized and decentralized mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget.

Procedures of a maintenance system

1. Prioritization of work:

The prioritization was subdivided in to emergency repairs, planned maintenance, Department request, general cleaning, Preventive maintenance and miscellaneous work.

2. Work procedure:

The protocol for work procedure was design as per follows

- i. Head/ Committee of concern department continue supervise the department/facility
- ii. Head/ Committee of concern department wrote letter to IQAC regarding works which include following things:
 - a) Type of work
 - b) Work description
 - c) Priority
 - d) Probable coast
 - e) Suitable vendor's names
 - f) Instrument/Machine name (If applicable)
- iii. IQAC forward this letter to Principal
- iv. Principal put this in to college development committee or governing body of college.

v. After sanctioned it handover to concern committee for further action.

3. Work Order Systems:

The concern committee prepared a work order as per follows:

- i. Type of work
- ii. Description of work
- iii. Instrument/Machine name (If applicable)
- iv. Priority of work
- v. Estimated cost
- vi. Required time to complete
- vii. Name of selected vendor
- viii. Material used to complete work

4. Performance standards:

The concern committees and department HODs continue observing the work which was going on site. After completion of work they prepared the report of work done and submitted to IQAC and Principal. Further they continue observing the work done and prepared a report time to time and send it to IQAC.

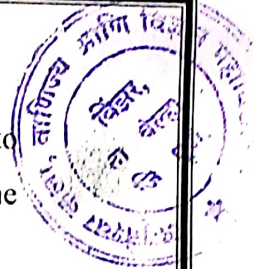
5. Long Range Planning:

The IQAC will put in place and maintain a long range maintenance planning capability in order to ensure the most cost effective use of college resources and to maximize the useful life of college properties. By developing a work plan, the college will be able to anticipate its staff, equipment and material needs. It will also be possible to determine need for contracting particular services.

Maintenance of Academic Facilities

1. The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the Head of the Department (HOD) in the IQAC.
2. IQAC places the requisition to the Principal and then the Principal put this in to college development committee or Governing Body of College.
3. On production of proposal and budget for organizing seminars and workshops, the college allows fund and for National/ International Level, these are forwarded to relevant agencies for necessary actions.



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4. For all the non lab based departments, annually required amount is sanctioned to purchase and maintenance of teaching aids while for lab based departments, the amount varies from 25000/- to 150000/- annually based on their requirement.
 5. College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement.
 6. Maintenance of Seminar halls and auditoria are under the purview of the Head of office. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made.
 7. Proper stock register is maintained after the purchase.

Maintenance of Physical Facilities

1. The maintenance of the physical facilities is looked after by the committees.
2. The regular cleaning of the classrooms and laboratory, for any other maintenance related to electricity, plumbing, lab machineries, auditorium, playground, building, gymnasium, the committees in coordination with the office arranges everything according to the demands raised by the departments and other units.
3. The Heads of Departments report to the administration periodically for all the maintenance works.
4. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.
5. Staffs of respective department monitor effective utilization of the laboratories.
6. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

Campus Cleaning

1. The cleaning and gardening staffs are in charge of keeping the campus (including classrooms, laboratories and playground clean) clean. It was continually monitor by head of office.
2. NSS and other departments also take an active part in keeping the campus clean and green.
3. Real estate Committee looks over the overall beautification of the college.

IT infrastructure / Computer Facilities

1. Maintenance and up gradation of the IT infrastructure are done by the Computer section Committee.

2. College has good computer lab with high speed internet facility.

3. Teachers are given training to ensure optimal utilization of ICT facilities.

Sports Facilities

1. The Head of Physical Education Department and sports Committee monitors the ground, equipment of sports and games are regularly.

2. The Gymnasium is maintained and monitored by the department staff and gymnasium Committee where the students regularly visited on all working days.

3. Various sport competitions were held at the college time to time for this department staff along with sports Committee and other department staffs monitor the sport facility.

4. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum.

Laboratory Facilities

1. The laboratory equipment is maintained by the concern department Head and staff or through hired technician.

2. Chemicals, glassware and other instruments are maintained in the stock register for concern department.

3. The concern department Head and staff regularly monitor the laboratory facilities.

Library Facilities

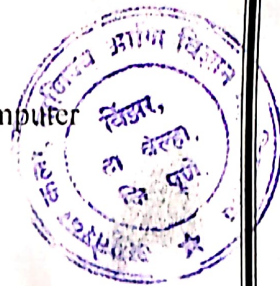
1. The library Head and committee maintains the existing books and takes decision about buying new books as per allocation of funds and demand of the books provided by the departments through HODs.

2. Major decisions regarding the purchase of books, service hours are taken in the Library Committee meeting.

3. Sufficient staff is engaged in the library for proper functioning and maintenance.

4. The library staff takes care for library resources. They are trained in the handling of library documents, particularly during processing, shelving and conveyance of documents.

5. Cleaning and using vacuum should be done regularly and carefully.



6. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes.
7. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
8. Repellants are used to save materials from Rats. The library committee regulates all these activities and maintained record of it.
9. The library Head and committee continually mentor the library resources.

Campus Development Activity:


1. Real estate committee prepares proposals for infrastructural development in the college campus.
2. Real estate committee prepares proposals for infrastructural development grant for college from government and non government funding agencies.
3. Real estate committee coordinates with funding agencies for successful execution of such funded projects and submission of utilization certification to them.

Allied and Incidental Maintenance:

1. The other required aids like electric meter, water pump, life safety systems, fire extinguishers, emergency lighting, generator, Invertors, Batteries, blower etc. is continually monitor and maintained by the real estate committee and concern department head.



**Head
I.Q.A.C.
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**Principal
Amruteshwar Arts, Commerce & Science
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