

POLICY AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college. All the admitted students pay fees for various facilities as per the guidelines and norms of statutory bodies.

Maintenance of Laboratories:

Proper maintenance of equipment is important to avoid laboratory contamination, hazards and to take care of the safety of people working in it. Maintenance is generally one of the most expensive operating costs in the laboratory budget.

- To keep the instruments in working condition, maintenance and servicing is done by Laboratory Assistants and Laboratory Attendants.
- Stock taking of equipments is done at the end of every academic year.

Computer Laboratories:

The maintenance of computer laboratory is carried out in the following manner:

- Cleaning of the computer lab is regularly done by the peons. Dusting is done with vacuum cleaner.
- Software installation is done as per the requirements of the departments. Machines are formatted and installed or updated with operating system, antivirus and other software timely by the teaching staff and lab assistant.
- The basic hardware repairing and maintenance is done by the college staff and major repairing of computer machine is outsourced.
- The UPS battery backup system AMC (Annual Maintenance Contract) is given to the Manufacture/supplier of the Unit.

Maintenance for sports complex :

- The running track and overall maintenance of the Gymnasium Complex is done by Class-IV staff allotted to the Gymnasium.
- In some cases minor repair work of indoor stadium is done by technical staff of our college.
- Ground surface cleaning is done regularly by peons and students from 'Earn and Learn' scheme of our college.

Maintenance of library:

- Use of appropriate chemicals protects books from bookworms, silverfish, white ant, termites and cockroaches.
- For maintenance and safety of library collection, closed access is used. Open access is practiced only for postgraduate, research student and teachers.
- Yearly binding of books is done. Minor maintenance of books like pasting of pages etc. is done in the library itself. For books in very bad condition, special cloth binding or leather binding is done by outsourcing.
- Library is under 24hrs CCTV Surveillance.
- Vriddhi Software AMC is done by Hindustan Computers, Malegaon.

- The RISO Photocopier Machine is maintained under AMC by Centurian Marketing, Ahmednagar.
- Library UPS is maintained under AMC by Vihaan Sales and Services, Pune.

Utilization of Physical, Academic and Support facilities

- A competitive examination centre is established by the college, which supports the students preparing them for competitive exam and motivate them for debate competition etc. The maintenance of this department is done with the nominal membership fees.
- The running track and the outdoor facilities are made available to local people free of charge. Sport ground is used by NCC cadets for their parades as per schedule. Ground is cleaned and maintained by menial staff with the help of NCC and NSS students.
- The college garden is maintained by the gardener and the students of earn and learn scheme.
- College has covered parking areas with security to prevent theft and mischievous activity.
- College authority has given security contract to Om Sai Security Services for monitoring and controlling college premises.
- The college has provided canteen facility to employees and students on campus at reasonable rates.
- A special Committee for Campus Development assisted by students under “Earn and Learn” scheme takes care of the garden.

Every member of the college considers the maintenance of college campus as an important part of his/her moral duty.