



*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*  
**NEW ARTS, COMMERCE AND SCIENCE COLLEGE**  
**PARNER – 414 302**  
**Dist.-Ahmednagar (MS), India**

# **Maintenance and Utilization of Physical, Academic and Support Facilities**

---

## ***Policy and Procedures***

---



## Maintenance and Utilization of Physical, Academic and Support Facilities

### Objectives:

- To set the procedures for establishment and augmentation of physical facilities
- To establish and maintain the facilities supporting the teaching-learning process and activities
- To review, update and upgrade the facilities

### Guiding Principles:

- The institute has a College Development Committee (CDC). The meetings of CDC are periodically held in institute in order to tune the smooth functioning of the HEI. CDC plays a key role and oversees the proper utilization of available funds for the maintenance and augmentation of various infrastructural facilities. Purchase committee is duly constituted. The budget of the institution is approved by CDC in its meeting. Purchase Committee makes the complete process of procurement of the furniture, equipments, laboratory instruments, etc. and installation of the same for functioning.
- The facilities created are utilized and maintained with the set policies of HEI. The parent institute has made provision and appointed an Estate Engineer and Estate Supervisor for smooth functioning of the facilities and looking after the issues related to upgradation /maintenance/ repairs on the campus. Annual Maintenance Contracts (AMCs) are established for maintaining the infrastructural facilities. AMC is made for electrical, plumbing, equipments, high cost instrument, cleaning of water storages, maintenance of pest free library and record room and maintenance of the furniture as well as security services. Log books are maintained for the proper utilization of Seminar/Conference Hall, Laboratories, sophisticated instruments, library reading halls.
- A team of ladies staff is outsourced on daily basis for day to day housekeeping services and cleaning of the campus with the help of AMC. In order to collect the different types of garbage, smart dust bins are kept at prominent places of the campus. The collected garbage and litter is utilized for manufacture of compost which is used as fertilizer for the garden and the waste material disposed in eco-friendly manner. Water and drainage lines are maintained regularly. The teachers, students, support staff as well as other menial staff look after the maintenance and upkeep of garden.
- All stakeholders are keen and put on their efforts to keep campus always clean and beautiful. Adequate measures are taken for constant, continual and optimum supply and use of water as well as electricity in the college premises. The increasing power needs of the institute are met with the solar power generated through roof top solar systems installed on buildings.



- The campus is maintained and protected with the wall fencing. The regular security services hired from licensed agency to maintain discipline and safety of the campus. The college premises are maintained under CCTV surveillance system.

**1. Laboratories** (All Labs & Computer center): Each laboratory has a Lab Assistant and attendant. Lab in-charge takes care of the maintenance and upgradation of the laboratory with necessary equipments from time to time to cope with changing needs of the learners. A Computer technician looks after the hardwares and softwares to ensure the smooth functioning and for longer services. Physical Verification (Dead Stock Verification) is carried out periodically to verify working/nonworking/missing equipments etc. A record of utilization of equipments, computers and other required material for experiments is duly maintained. The locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the casualties. The general instructions are displayed in each laboratory for the safety. The laboratory equipment's procured, are installed and maintained through AMC with the manufacturing companies. The faculties are demonstrated and trained for smooth operations of the sophisticated instruments. The SOPs for the instruments are made and revised regularly. The service contracts have been made during the purchase itself as per the terms and conditions for major instruments, like FT-IR, UV-Visible spectrophotometer, Flame photometer, etc. The instruments are regularly serviced, calibrated and maintained for smooth functioning.

**2. Library:** In order to ensure the smooth functioning of the library, it is divided into five unique sections with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section
5. ICT and Digital Section

The library of the college has its own mechanism and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the stakeholders. Generally, the norms conform to the institutional policies and the policies of the parent body. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments. Stock Verification carried out periodically helps in purchase and collection of books. Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done through meeting and approval from CDC.

Library is maintained and cleaned regularly by support staff. Pest controls are employed to avoid infestation of various pests in library with the help of AMC done with specified agency.



**3. Sport complex/ground/equipments:** Physical Director and the Sports Committee of the institute look after the sports facilities and the activities. Sports committee looks after maintaining the sports ground and sports equipments. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. Coaches are also appointed for some events as per the procedure. The sports equipments are issued to the students as per the schedule of the events. Periodical maintenance measures are practiced at HEI. Sport director maintains the record of utilization of sport facilities, activities held, and awards for the students etc.

The celebration of the International Yoga Day has become a regular affair wherein students and staffs participate regularly.

**4. Class Rooms:** Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended apex bodies. Class rooms are created as per the needs and are utilized in accordance with the time tables of the different programmes. The class rooms are equipped with modern technology ICT facilities and maintained as well as ensured for the cleanliness and smooth functioning.

**5. IT facilities:** All departments in the institute have PCs, laptops, essential softwares and peripherals. The laboratory technicians and system administrator maintain the IT facilities. Maintenance vendors are also hired for major issues.

**6. Electrical, Drinking water coolers, Lift etc.:** Institute has hired technicians (electrician and plumber) for up keeping and maintenance of electrical and drinking water facility.

**7. CCTV, Security etc.:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff is employed to safe guard the whole premises.

IQAC also defined the procedures to organize workshops/seminars/conferences across different disciplines.

- The website of institute acquaints the users with the working system and welcomes the suggestions on working processes through their feedbacks.
- A regular review of the online feedback given by all stakeholders on the infrastructure and facilities also help in the improvement, augmentation and their maintenance.



### **Committee Member:**

- **Committee Chairman**
  - Dr. R. K. Aher
- **Committee Member**
  - Dr. D. R. Thube
  - Dr. R. N. Deshmukh
  - Dr. Y. M. Waghare
  - Dr. B. B. Shelke
  - Prof. S. P. Gaikwad
  - Shri. B. G. Giri
  - Smt. R. R. Dighe

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date:** 30.12.2018

**Place:** Parner

IQAC, NACS