

## **Maintenance Policy Document**

The college administration has evolved a systematic procedure for maintaining and utilizing physical, academic and support facilities such as library, sports complex, computers, classrooms etc. The maintenance and utilization work is carried out as per the guidelines of the College Development Committee (CDC) IQAC, the Library Committee and the Gymkhana Committee.

### **Academic facilities**

- There is a specific budget allocation for Academic facilities. The CDC and finally the management give approval for the enhancement and utilization of the academic facilities.
- Utmost care is taken for the accommodation to heterogeneous students group by following the transparent admission system.
- The institution strictly follows the Shivaji University Curriculum and Examination System.
- The institution pays attention towards the enrichment of Curriculum by introducing need based short-term courses. In this connection, the IQAC advises and recommends to the institution.
- There is a Campus Enrichment Committee which takes care of the ambience on the campus by keeping it clean and environment friendly.

### **Library**

- There is a specific budget allocation for Library.
- There is a Library Advisory Committee which meets regularly. As per the recommendations of the faculty and students, the Advisory Committee reports the Hon. Principal regarding purchasing the new books and the other library facilities. The issue is discussed in the CDC, and finally reported to the management. As per the budget allocation, the expenditure is spent on the library facilities.
- The library software is maintained through the outsourcing agency.
- The stock verification is done annually.

## **Maintenance and Utilization**

### **A) Computer Lab**

- There is a computer lab with 13 computers.

- At the beginning of every semester, the matters related to the maintenance and utilization of computers are discussed in the faculty meeting.
- A review of all the equipment is taken by the CDC and the management, and decisions are taken regarding the purchase of new equipment and writing off the out of older material.
- The maintenance of lab is carried out through the outsourcing.

### **B) Library**

- The library makes use of the library automation software.
- There is periodic cleaning of racks and binding of old books in order to preserve them for a longer period.
- There are in all 7281 books till date in the library worth of rupees 11,87,697.00/-.

### **C) Maintenance and Utilization of Classrooms**

- Classrooms are allotted to peons to be cleaned regularly.
- Damaged desks are repaired and if necessary are replaced by new ones. Broken Black boards are changed urgently.
- Broken glass panels of windows are repaired in time.
- Regular cleaning of water tanks, proper garbage disposal etc. are done by college peons.

### **D) Maintenance and Utilization of Computers and other electronic equipment**

- Maintenance of computers is done regularly as per requirement and the work is done through outsourcing.

### **E) Sports Facilities**

- The maintenance of sports facilities / sports equipment is done annually on the recommendations of the Gymkhana Committee.
- The facilities such as jumping pit, double bar, Kabbadi ground are available on the campus.
- The institution has organised successfully the zonal level tournaments in events such as basketball and wrestling.