



**POLICY ON SYSTEMS AND PROCEDURES FOR
MAINTAINING PHYSICAL, ACADEMIC AND
SUPPORT FACILITIES**



Revised - 2017

(As subject no. 6th approved in the second CDC meeting held on 11/08/2017)



Mula Education Society's

Arts, Commerce and Science College, Sonai

Sonai-Rahuri Road, Sonai, Tal. Newasa, Dist. Ahmednagar, Maharashtra.



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Tal. Newasa, Dist. Ahmednagar, Maharashtra

**Policy on Systems and Procedures for
Maintaining Physical, Academic and Support Facilities**

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1. Preamble:

The present document, "Policy on Systems and Procedures for Maintaining Physical, Academic and Support facilities" of Arts, Commerce and Science College, Sonai, emphasizes and lays established procedures and practices for maintaining and utilizing physical, academic and support facilities, like laboratory, library, sports complex, computers, classrooms, etc., in the institution

2. Definition:

- a) **Physical Facilities:** The physical facilities available in the college include, an auditorium, a multipurpose hall, Canteen, parking facility, 'Internal Quality Assurance Cell', Public addressing system, electric equipment, toilets, water coolers, fire extinguishers and a Power generator and a Solar system.
- b) **Academic and Support Facilities:** These include, Classrooms, Laboratories, Library, Seminar halls, cabins for heads of departments, Staff room, Sports facility, Girls Hostel, Canteen, Health Centre, Placement cell, Transportation, Playground, Indoor sports facility, Computers, LCD projectors, Audio visual equipment etc.

3. Systems available in the Institution for Maintaining Physical Academic and Support Facilities:

The following well established systems are available for maintaining physical, academic and support facilities.

- i. Budget provisions are made available every year, for repairs and maintenance of old Physical, Academic and Support facilities.

- ii. Budget provision is also available for renovating existing Physical, Academic and Support facilities.
- iii. Departmental requirement for maintenance of old existing facilities is collected every year and approved in the College Development Committee meeting.
- iv. The institution has annual maintenance contract (AMC) for maintaining computers and some specific major equipment in the laboratories.
- v. Common physical facilities and equipment are maintained through outsourcing from local service providers on regular basis.

4. Policy on Procedures for Maintenance of Physical, Academic and Support Facilities:

a). Physical Facilities:

- i. Renovation and repairs of existing building, water and public conveniences, are looked after by the civil engineer of the education society.
- ii. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by the Institution.
- iii. Maintenance of water purifiers, electric equipment, reprography machines, CCTV cameras, fire extinguishers, power house, PA systems, etc. is done by outsourcing.

b) Laboratories:

- i. Procedure for maintenance of laboratory equipment is as per the procedure No. AC/PR/19 of the Academic Process Manual, prepared for ISO 9001:2015.
- ii. An 'Instrument Usage Register' is maintained in the laboratory to record the names of students using the instruments.
- iii. Laboratory staff are trained to maintain the cleanliness of laboratories, maintenance of equipment and safe disposal of hazardous waste chemicals.

c). Library:

- i. The Library has a 'Library Advisory Committee' which consists of heads of the department and senior faculty members.
- ii. The committee meets once in a year, and discusses budgetary provision for the purchase of new books as per the list suggested by the faculty members handling different subjects and as per the student feedback. Library committee also takes decisions about monitoring library equipment, Verification, writing-off and purchase of books.

d). Sports Complex:

- i. The department has a separate 'Sports manual' detailing the systems and procedures.
- ii. There is a 'Sports Equipment Maintenance Register' in the department to record the usage and maintenance details. It is maintained by the Director of Physical Education.
- iii. 'Student Sports Material Issue Register' is maintained to issue and collect back the sports equipment.

e). Class rooms:

- i. Classrooms are equipped and furnished with wooden and steel benches, green glass boards and LCD projectors.
- ii. House Keeping Services are taken care by the Sweeper and Cleaning Staff

f). Computers:

- i. The college has a good number of computers used in administrative work.
- ii. A College Management Enterprise Resource Planning (ERP) software 'Vridhhi' is used in all departments of the college, for routine practices like, online admissions, student eligibility, rollcall, scholarship, library, examination and accounts.
- iii. Annual Maintenance Contract was made with Vridhhi Software Solutions Private Limited, Malegaon to maintain the 'Vridhhi' software.




PRINCIPAL
Mula Education Society's
Arts, Commerce & Science College,
Sonai, Tal. Newasa Dist. A' Nagar-414105



Joint Secretary
Mula Education Society, Sonai
Tal. Newasa, Dist. Ahmednagar.