



Mula Education Society's

Arts, Commerce and Science College, Sonai

Sonai – Rahuri Road, Sonai, Tal. Newasa, Dist. Ahmednagar – 414105

4.4.2 – Procedures and policies for maintaining and utilizing

Physical Facilities: The physical facilities available in the college include campus area, Canteen, parking, IQAC, Administrative office, CCTV cameras, electric equipment, washrooms, water cooler, fire extinguishers, Power generator, Solar system etc.

Procedures and policies for Maintenance and utilization of Physical Facilities:

All the physical facilities are available for utilization by all students, faculty and staff. Renovation and repairs of existing building are looked after by the civil engineer of the education society. Regular cleaning of water tanks, proper garbage disposal, pest control, Green audit, landscaping and maintenance of lawns, botanical garden is done by the institution. Maintenance of water purifiers, electric equipment, reprography machines, CCTV cameras, fire extinguishers, power generators etc. is done by outsourcing.

Academic and Support Facilities: These include Classrooms, Science Laboratories, Computer Laboratories, Library, e-Library facility, e-content development centre, Seminar halls, Staff room, Boys Hostel, Girls Hostel, Canteen, Health Centre, Yashwant Study Club, Placement cell, NCC, NSS, Playgrounds, Indoor stadium, Gymnasium, Swimming Pool, Computers, LCD projectors etc.

Procedures and policies for utilization and maintenance of Academic and Support

Facilities:

- a) **Laboratories:** All undergraduate and postgraduate students of our college have free access to laboratories for conducting regular practical and project work. Procedure for maintenance and utilization of Laboratory equipment is followed as per the procedure no. AC/PR/17 and AC/PR/18 of the Academic Process Manual, of our college, prepared for ISO 9001:2015. An 'Instrument Usage Register' is maintained in the laboratory to record the names of students using the instruments.

Laboratory staff is trained to maintain the cleanliness of laboratories, maintenance of equipment and safe disposal of hazardous waste chemicals.

- b) Library: Library has a 'Library Advisory Committee' which consists of heads of the department and senior faculty members. The committee meets at least twice in a year and discusses the issues related with upgradation, budgetary provision, maintenance, purchase of new books and journals. Library committee also takes decisions about monitoring library equipment, verification, weeding out and writing-off of books.
- c) Sports facility: Separate Sports manual is prepared as per ISO 9001:2015. Procedure and details are mentioned in SPT/PR/03. The Department of Sports has a 'Sports Committee' which looks after the framing policies for up gradation, maintenance and utilization. The Sports Equipment Issue Register is maintained by the Director of Physical Education. The sports facility is made available, free of cost, to all students from sister units of Mula Education Society, Sonai.
- d) Class rooms: Classrooms are equipped and furnished with benches, green glass boards, fans and LCD projectors. House Keeping Services are taken care by the Sweeper and Cleaning Staff. Procedure for maintenance and utilization of classrooms is followed as per ISO 9001:2015 procedure no. AC/PR/18.
- e) Computers: The college has a good number of computers used in administrative work. College Management Enterprise Resource Planning (ERP) software 'Vridhhi' is used in all departments of the college, for routine practices like, online admissions, student eligibility, roll call, scholarship, library, examination and accounts. Annual Maintenance Contract is made with Vridhhi Software Solutions Private Limited, Malegaon, to maintain the 'Vridhhi' software.