



Ref. No.

Date :

Systems and procedures for maintaining and utilizing physical, academic & support facilities - laboratory, library, sports complex, computers, classrooms

The Institute believes in the philosophy of optimum utilization of academic and support facilities. Therefore it has a predefined procedures and policies for its maintenance as well as utilization.

Systems and procedure of maintenance:

There is an established system for regular as well as time bound maintenance of all physical facilities. The maintenance work is carried out at two tiers. At level one, we have regular support staff and campus infrastructure maintenance committee. The support staff is regulated under the concerned head of the departments and committee. The head of the department and concern committee assigns responsibilities to the laboratory staff. It involves monitoring and regulating cleanliness, vigilance and maintenance of the equipments. At tier two levels, the Institute has constituted agreements; as follows.

The college has signed following contracts for maintaining and utilizing physical facilities available in the campus:

Sr.No	Nature of Particular	Name of Agency/Person	Contact No.
1	Gardening	Rajubhau Chavhan	9822876289
2	Electric maintenance	Sachin Sultane	7875555570
3	Security Services	Bhagavat Mandalkar	8805476281
4	Science Levorotary Maintenance	Manoj Agarwal	9890291393
5	Construction Maintenance	Gajubhau Mule	9175335013
6	Furniture Maintenance	Shriram Jangid	9890704032
7	Computer Maintenance and ICT facility maintenance	Ramjan Choudhary	9730905070

The maintenance procedure is supervised by the concerned head of the departments and the office superintendent. The department heads report to the Principal and the Principal directs the

office superintendent to execute the affair. The office superintendent has the authority to depute the concerned staff wherever it requires.

At the end of every academic year, stock verification is carried out by each department which is comprised of members of the departments and scrutinizes physical verification of stock, books and the instruments available in library, laboratory and office. The breakages are sorted out; if the equipments are repairable then they are forwarded to the concerned agency/mechanics. The irreparable are suggested to right off from the stock book. The department heads submits the report to the Principal.

Maintenance and utilization of physical facilities:

The security in-charge Mr. Bhagwat Mandalkar supervises the maintenance of the physical facilities including parking lots, campus roads, garden, building corridors and canteen. Sweepers and cleaners are hired to maintain the sanitary units. The College Environmental Awareness & Garden Maintenance Committee maintains the garden as well as flora and fauna in the campus. Dr. S.R.Dutonde handles the responsibility of coordinator. In order to maintain the air quality in the college premises, the committee has planted saplings of the holy basil in the botanical garden. College garden maintenance committee a work to maintain the college garden.

Canteen: College provides the hygiene canteen facility. The canteen will run from 9.00 A.M to 5.00 P.M only. Students and staff shall be charged according to what they take from the canteen. All students shall strictly observe the meal timings. Students are not permitted to be inside the canteen during class hours.

Maintenance of academic and support facilities:

Laboratories: The routine maintenance of science, language and computer laboratories is carried out by support staff of the concerned departments. There are number of sophisticated scientific instruments. The technical staff and head of the department identify non functioning instruments. If possible such instruments are repaired by the technical staff. Under warranty instruments are repaired by the concerned supplier. For remaining instruments, head of the department seeks the Principals permission for external technical help.

Library: The librarian, in consultation with library advisory committee looks after the maintenance and functioning of the library. Every year, library stock verification is carried out. Manual stock verification is done after every five years. Overused torn books are sorted out for binding. The wreckages are written off from the stock book. New and latest books are purchased as per requirement, thus to maintain the proper library collection. As a part of vigilance and

security of resources certain measures have been adopted. In order to prevent any untoward incident, windows are covered and surveillance cameras. The library treasure is protected with anti termite treatment. Naphthalene balls are kept in every stack to protect the books. Fire extinguishers and fire fighters are also installed. Fire extinguishers are regularly refilled.

Computers: There are **133** computers out of which **92** computers are used for academic purpose. Three hundred and seventy computers are used for academic purpose and remaining used for administrative purpose. To access e-resources and to protect the data in safe, every year software of antivirus are periodically installed. The outdated and irreparable computers, printers, Xerox machines are replaced by the new updated stocks. College has MOU with Royal Computers, Chikhli.

Sports Complex & Gymnasium: The indoor and outdoor sports facilities including yoga and meditation & Gymnasium centre are maintained by the Director of Physical Education. For effective maintenance of the resources available in sports complex, certain services are hired by appointing external experts including Badminton, Gym and Cricket. To maintain the turf on the playfield, mowing machines have been purchased. Internal pipeline is laid down with dripping and sprinkling facilities. Playfield is maintained by a special caretaker.

Competitive Exam Guidance Centre: Competitive Examination Guidance Centre is established in the year 2019 in the college. This center has been striving to provide the proper path to the students. Dr. P. S. Kolhe is the coordinator of the centre.

Support Facilities: The institute has formed different comities for the smooth function and maintained of various facilities. The committees are: Time Table, Admission, Research, Sexual Harassment, Fund Development, Library, N.S.S, Website Development, Purchasing and maintenance, Sports Committees etc. There are technicians, plumbers; carpenters are deputed by management for classrooms and infrastructure in the campus. Suggestion Box is kept in the campus for all concern.




PRINCIPAL
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