

POLICY FOR MAINTAINANCE AND UTILIZATION OF PHYSICAL ACADEMIC AND SUPPORT SERVICE FACILITIES

1. Introduction:-

Our college is committed to provide the academic ambience accordingly services and facilities are developed to the benefit of the stakeholders. The college development committee suggested the need of policy making for maintenance and utilization of physical academic and support services. Up-keep of the infrastructure facility and equipment of the college. The need of policy making arises from the expectation of constant, uninterrupted and smooth functioning of this services and facilities.

2. AIMS and statement :-

- 1) To achieve timely up gradation replenishment, repairing and replacement of the resources and services.
- 2) To set standardized maintenance and utilization procedure for resources.
- 3) To achieve optimum utilization of facilities and services for the benefit of stakeholders.

3.Statement of up-gradation:-

The institute has developed a mechanism for statement of up-gradation. It clearly states the required standards specifications maintenance of campus, physical, academic and support services. These services are provided to the students, staff and stockholders.

3. Physical facilities of maintenance policy and procedure:-

For the facility like maintenance of laboratories, classrooms and computers, a written complaint is submitted in the office with the required details. The technician visits the sites for repair. A maintenance report is prepared by the technician duly sealed and signed by the concerned heads of the department. At the beginning of every academic year, proper availability of blackboard, lighting, and furniture in classrooms etc. is taken care of by these committees.

The college successfully runs Earn and Learn Schemes. The students working under this scheme help in maintaining and clearing the college campus, garden, library etc.

The work of clearing of the college classrooms and laboratories is done by the non-teaching staff particularly class 4th and in the major cases college goes for the maintenance by local experts. Junnar Municipal Corporation also helps in maintaining in housekeeping and cleanliness on the campus.

4. Hostel maintenance facilities:-

The college has appointed the college staff member .Mr. Mahendra Korade. Mobile No.9822818727 as hostel rector. Through the hostel rector, complaints are satisfactory resolved.

5. Maintaining garden facility:-

The college garden is maintained by department of Botany.Dr.V.H.Lokhande, mobile No. 9011045087. The Head, Department of Botany and chairman of campus development committee .looks after maintenance of garden.

6. Maintenance of IT facilities:-

The college has adequate number of computers with internal connection and various software distribute in the different departments like office, laboratories, library etc. All the stakeholders have equal opportunity to use these facility as per the policy of institution and in case of any problem regarding the use arises, a contract basis IT technicians. Mr.Mitesh Gadekar, looks into the matter. He also looks after smart classrooms and IT related systems.

7. Sports complex:-

The college provides sports facility to the students and staff gymkhana.

The physical director is available on college campus during working hours and he looks after the smooth operation of sports facility to the students and staff alike.

8. Utilizing of Library:-

The college library issues two books every week to the students. Students and Staff have access to online journal and e-book in the e -library. The institution has provision for the budget of the library maintenance.