

Sipna Shikshan Prasarak Mandal, Amravati's
ARTS, SCIENCE AND COMMERCE COLLEGE
CHIKHALDARA, DISTT. AMRAVATI (Maharashtra State)



Policy Document

**MAINTENANCE OF PHYSICAL,
ACADEMIC AND SUPPORT SERVICES**

Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College
Chikhaldara, Distt. Amravati

-POLICY DOCUMENT-

MAINTENANCE OF PHYSICAL, ACADEMIC AND SUPPORT SERVICES

As per the established systems and procedures, Building Committee looks after proposed new construction, extension and repairs. Library advisory committee stretches forth its efforts for continuous up gradation and updating of library services. The department of physical education functions in a separate room, sports committee looks into sports infrastructure and support facilities. Instrument maintenance committee collects information about defective and faulty equipments from all departments and try to make it available to the concerned as per procedure and policy. Stock verification committee takes stock of all instruments and infrastructure facilities. Annual maintenance contracts for Electricals, Computer Peripherals, Lab Equipments and Software. Technical assistance is sought as per need. Record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. The instrument and equipments used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. Computerized stock entries are updated annually. There is systematic disposal of waste of all types such as bio-degradable chemical and e-waste.

Objectives:

- To do optimum utilization of the facilities provided for physical, academic and support service purposes.
- To maintain the uninterrupted and smooth functioning of the facilities.
- To do up-gradation, repairing and replacement of the resources.
- To establish standard procedure for the use and maintenance of the facilities.
- To maintain the proper channel of communication for coordination among different users and caretakers of the facilities.
- To deliver good performance and provide better support services.

Modus Operandi:

The College ensures optimal allocation and utilization of the available financial recourses for Maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements.



Strategies/ Policies for Functioning

Laboratories

Record of maintenance of instruments and equipments is maintained by lab technicians and supervised by HODs of the concerned departments.

The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

The instruments and equipments used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments

Computerized stock entries are updated annually

There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library

- For every decision of library, our institute has library Advisory Committee. Each and every aspect regarding policy is discussed in the Library Advisory Committee and decisions taken are followed within the schedule, like books selection, write off, service rules, statistical data etc.
- The budget of the library is also placed and finalized in the committee, which include requirements of books, journals, online resources and other study material including physical infrastructure, maintenance and advancement in library services.
- The library advisory committee includes teaching faculty, non-teaching staff and student representative for overall coverage and the meeting is carried out twice in a year
- Every year student's interaction is organized to provide information regarding policies, rules, services and students support facilities in the library.
- Various programmes like User Orientation, Readers Club, Book Exhibition, etc. were organized for optimum use of library
- Library is fully automated using KOHA and WINISIS software
- Beside this library has AMC for maintenance library software.

Computers

The computers are maintained in the institution with the help of the hardware technicians appointed exclusively for this purpose by our esteemed management



Classrooms

- The College has a building committee for maintenance and upkeep of infrastructure. All the facilities are properly maintained, in case of repair or damage of fans, tube lights and desks, carpenters and electrician carry out the maintenance.
- Students are made aware about cleanliness and 'say no to plastic' as well as the cleaning of the classrooms and the laboratories are done with the help of the daily wage persons. There are electricians, workers, plumbers, carpenters deputed by management who ensure the maintenance of building, classrooms and related infrastructure.

Sports Facilities

- Though the institute has its own sports ground on its proposed college land at Aladoh but we carry out our regular sports practices on local Girijan Sharirik Shikshan Mahavidyalay ground and Police Kavayat Maidan with the permission of concerned authority. The arrangement of Indoor games Table Tennis and Chess regular practices is made available separately in the Department of Sports and physical education.

Feedback Mechanism:

Feedbacks are collected from all the stakeholders i.e. students, teachers, alumni and parents to analyze the overall performance of physical, academic and support services in the college. After making proper analysis of the registered responses action is taken to resolve the issues related physical, academic and support services.



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