

ARTS AND COMMERCE COLLEGE

Warvat Bakal Dist- Buldana

Dr. Rajendra Korde
I/C Principal

Shri.Krushnarao Ingle (Ex MLA)
President

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Criterion IV: Infrastructure and Learning Resources

4.4. Maintenance of Campus infrastructure

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities

| Metric No. | Sr. No. | Content / File Description | Document/Link |
|------------|---------|---|---------------|
| 4.4.2 | A | Mechanism for maintenance of facilities available | |
| | | | |

CERTIFICATE

This is to certify that the documents attached as supporting documents for Criterion IV: Infrastructure and Learning Resources are verified from the college record and found to be correct to the best of my knowledge.




Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

Mechanism for maintenance of facilities available

Arts, Commerce College, Warvat Bakal College have an efficient mechanism and various committees such as purchase, time table, examination and discipline committees for ensuring regular upgrading, maintaining and utilization of physical, academic and support facilities.

A) Class Rooms:

- ❖ Regular cleaning and maintenance work of classrooms is systematically allotted between the four employees, which is then supervised by the Head Clerk.
- ❖ Regular monitoring and repairing of furniture of classrooms are done as per the management directions received.
- ❖ Activities like wall painting, pest control and washing of floor are also performed when required.

B) Office and Departments:

- ❖ Regular cleaning, washing and maintenance of office and administrative building is carried by assigning duties to peon under the supervision of Head Clerk.
- ❖ Monitoring, repairing, checking and maintenance of furniture, electrical and computer equipment's are performed through third party.
- ❖ Plumbing work or related problems are solved by outsourcing.
- ❖ Necessary lighting in every passage of new and old building is maintained.
- ❖ Firefighting equipment are installed.

C) Botanical Garden and green areas:

- ❖ There is systematic work allotment between the class four employees to maintain the cleanliness and horticulture work of the botanical garden and other green areas of the campus of college which is supervised by the Head Clerk.
- ❖ The person who is allotted the cleanliness and horticulture work of the botanical garden and other green areas of the campus of college faces the problems has to report their higher authority or principal.

D) IT infrastructure:

- ❖ For regular monitoring, checking, repairing and maintenance of IT infrastructure in principal office, administrative department, IQAC office, and computer laboratory is under AMC with PRTH COMPUTERS, JALGAON JAMOD .

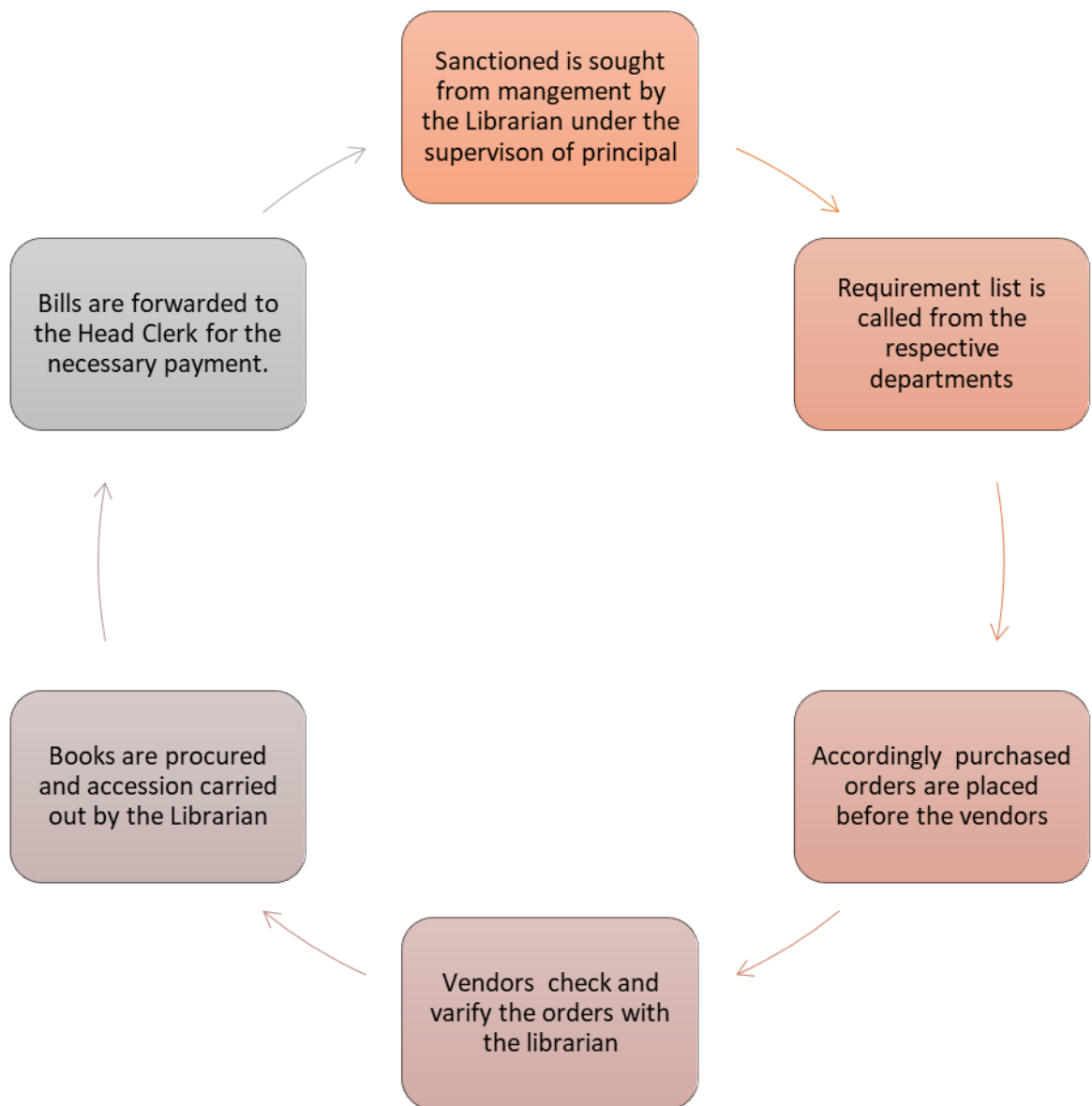
- ❖ At the time of purchase warranty and guarantee from the seller is ensured and there repairing and maintenance work is done under the warranty and guarantee period after that these are repaired under AMC.
- ❖ Updating software is done by the contractor entered into AMC or by the officer nominated by the Head Clerk.
- ❖ List of non-working or non-performing of items in IT infrastructure is prepared and presented before management.
- ❖ College website is updated and maintained by external professional.
- ❖ ERP software is used for maintaining students' details.
- ❖ Internet and WiFi enabled campus.

E) Chemistry, Botany, Zoology, and Physics Laboratories:

- ❖ Regular checking, repairing and inspection of instruments are done by the laboratory assistant of respective department in consultation with or under the supervision of Heads of the respective departments.
- ❖ The processes the maintenance of equipment, chemicals, glassware and other necessary utensils are carried on as per the budget allocated by the management.
- ❖ At the time of necessary requirement or maintenance of the laboratories the sanction is approved from the principal.

F) Library:

- ❖ Library Book purchases are as per the following procedure mentioned in the figure.



- ❖ Internal audit is carried out for regular inspection
- ❖ Monitoring, repairing and maintenance of bookshelves and books are carried out by the library attended under the supervision of Librarian.
- ❖ Categorization of books according to their usage in the library is maintained the supervision of Librarian.

G) Sports:

- ❖ Sports facilities and equipment's are regularly monitored, repaired and maintained under the supervision of Director of Physical Education.

- ❖ Annual stock checking is done.
- ❖ Requirements or addition of new equipment's or accessories is acquired after receiving sanctioned from the management.
- ❖ Sport director is responsible for keeping the record of utilization of sports facilities and equipment's, organization of sports games and awards won by the students.

H) Electrical:

- ❖ For regular maintenance of electrical equipment in classrooms, college has maintained and entered into AMC with ----- . The main work of this party is to upkeep and maintained the electrical equipment in the college premises.

I) RO Drinking Water Facility:

- ❖ To safeguard the water filter machine a regular maintenance and upkeeping of this water filter machine is done by college concern employees.




Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana

AMC FOR COMPUTER MAINTENANCE

ANNUAL MAINTENANCE CONTRACT

This annual maintenance contract (herein after referred to as AMC) is entered into between **PARTH COMPUTER SERVICES, JALGAON (JAMOD)** (herein after referred as Contractor) and Arts and Commerce College Warwat Bakal (herein after referred to as customer)

SCOPE OF SERVICE:

1. The contractor hereinafter agrees to provide maintenance check up, repairs and maintenance of electronic hardware and software of PCs and their accessories. that are mentioned in the below table


| Sr. No. | Item Description | Quantity |
|---------|-------------------|----------|
| 1. | CPU | 20 |
| 2. | Monitors | 25 |
| 3. | Projectors | 06 |
| 4. | Printers | 05 |
| 5. | Other accessories | |

TERMS AND CONDITION:

1. The contractor hereinafter agrees to check and inspect the issues to electronic hardware and software of PCs and their accessories, which are in the jurisdiction of Arts and Commerce College Warwat Bakal.
2. Comprehensive maintenance of electronic hardware and software of PCs and their accessories, means checking, rectifying if any defect arises in software or hardware, finding out fault and failures if any and then repairing it, servicing and facilitating to up keep of the electronic hardware and software of PCs and their accessories, to make it operational.
3. The contractor agrees to provide emergency maintenance service on priority basis or on call made by customer, or on receipt of complaints received from user department such as computer lab, administrative department etc.
4. Cost of repair, cost of hardware and software, shall be borne by customer after inspection and approval received from the management of customer.
5. If any defect found that are beyond control will be informed well in advance to the customer for further action.
6. Major and minor problems and estimates of repairs of electronic hardware and software of PCs and their accessories will be communicated to customer nominated officer well in advance.
7. Replacement of any defective or worn-out hardware and software will require approval from management and principal.
8. The contractor upon direction received from principal or upon the requirement shall configure outlook or install various application software and any other software application to make the configurations changes in the pc's mentioned in the above table under AMC free of cost.
9. Repair and maintenance record will be maintained by both.
10. The customer will give the contractor, full access to electronic hardware and software of PCs and their accessories, to enable them to provide maintenance services.
11. The contractor shall not be liable for failure or problems from catastrophic calamities or any actions that are beyond the control of contractor.
12. After the inspection done by the nominated authority of customer and approval obtained from the management the payment shall be done by cheque or cash voucher to the contractor.
13. The terms of contract period will be from 01/04/2021 to 31/03/2022.
14. Without prior consent of the contractor the customer shall not be entitled to transfer AMC to any third party.

Accepted above terms and conditions.

Customer


Principal
Arts & Commerce College,
Warwat Bakal Dist. Buldana



AMC FOR ELECTRICAL GADGETS MAINTENANCE

ANNUAL MAINTENANCE CONTRACT

This annual maintenance contract (hereinafter referred to as AMC) is entered into between **Nageshwar Rewinding & Electricals, Warvat Bakal** herein after referred as Contractor) and Arts and Commerce College Warvat Bakal. (herein after referred to as customer)

SCOPE OF SERVICE:

1. The contractor hereinafter agrees to provide maintenance check up for the electrical equipments that are mentioned in the below table

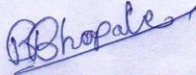
| Sr. No. | Item Description | Quantity |
|---------|-------------------------------|----------|
| 1. | Street Lights | 10 |
| 2. | Bulbs & Tubelights | 70 |
| 3. | Fans | 72 |
| 4. | Motor Pump (Water) | 1 |
| 5. | Generator | 1 |
| 6. | Other accessories & equipment | |

TERMS AND CONDITION:

1. The contractor hereinafter agrees to check, inspect and resolve the issues to electrical equipment in the building that are in the jurisdiction of Arts and Commerce College Warvat Bakal.
2. Maintenance of electrical equipments means checking, servicing and facilitating to up keep of the electrical equipment to make it operational.
3. The contractor agrees to provide emergency maintenance service on priority basis or on call made by customer.
4. Cost of repair, cost of spare parts, shall be borne by customer after inspection and approval received from the management of customer.
5. If any defect found will be attended and defects that are beyond control will be informed well in advance to the customer for further action.
6. Major and minor problems and estimates of repairs or replacement of electrical equipment will be communicated to customer nominated officer well in advance.
7. Repair and maintenance record will be maintained by both.
8. The customer will give the contractor, full access to the electrical equipment to enable them to provide maintenance services.
9. The customer at their end will not try to repair, check or resolve the problem in the absence of contractor.
10. The contractor shall not be liable for failure or problems from catastrophic calamities or any actions that are beyond the control of contractor.
11. After the inspection done by the nominated authority of customer and approval obtained from the management the payment shall be done by cheque or cash voucher to the contractor.
12. The terms of contract period will be from 01/04/2021 to 31/03/2022.
13. Without prior consent of the contractor the customer shall not be entitled to transfer AMC to any third party.

Accepted above terms and conditions


Customer
Principal
Arts & Commerce College,
Warvat Bakal Dist. Buldana


Nageshwar Rewinding & Electricals
Warvat Bakal
Prop. Bhagwan Bhopale

Physical Stock Verification report 2021-22 (Dept of Commerce, Computer Lab)

Physical Stock Verification Report 2021-2022 (COMPUTER LAB)

As per the order issued by the principal dated, 05/01/2021, to the department Commerce, we have personally carried out the internal physical verification by the HOD of History, Dr. Subhash Pawar and Prof. Anand Dhundale on dated 09/05/2022, and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the following items shown in the below table, which were either missing or broken.

| Sr. No. | Items Description | Stock Page No. | Missing | | Broken | | Remark |
|---------|-------------------|----------------|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|--------|
| | | | Quantity as per stock register | Quantity as per physical register | Quantity as per stock register | Quantity as per physical register | |
| 1. | CPU | | Nil | Nil | Nil | Nil | --- |
| 2. | Monitor | | Nil | Nil | Nil | Nil | --- |
| 3. | Keyboard | | Nil | Nil | Nil | Nil | --- |
| 4. | Mouse | | Nil | Nil | Nil | Nil | --- |
| 5. | UPS | | Nil | Nil | Nil | Nil | --- |
| | | | | | | | |
| | | | | | | | |

Note: We the following undersigned signature holder hereby certified that we have done the physical verification of computer laboratory equipment's and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the items missing/ utilised/ broken, otherwise all other items are physically verified.

Signature of the HOD Department
Arts/Commerce College
Warwat Bakal Tq. Sangrampur
Dist. Buldhana
State

Signature of Lab-In-charge:

1) Signature And Name of Verification In-charge:
Dr. Subhash Pawar

2) Signature And Name of Verification In-charge:
Prof. Anand Dhundale

Signature of Principal:
Principal
Arts & Commerce College,
Warwat Bakal Dist. Buldhana

Physical Stock Verification report 2021-22 (Dept of Chemistry, Lab)

Physical Stock Verification Report 2021-2022 (LABORATORY EQUIPMENT'S AND CHEMICALS)

As per the order issued by the principal dated, 05/01/2021, to the department Chemistry, we have personally carried out the internal physical verification by the HOD of Chemistry and his team member Dr. P. S. Pawar on dated 25/05/2021, and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the following items shown in the below table, which were either missing or broken.

| Sr. No. | Items /Chemicals | Stock Page No. | Missing | | Broken | | Remark |
|---------|-------------------------|----------------|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|--------|
| | | | Quantity as per stock register | Quantity as per physical register | Quantity as per stock register | Quantity as per physical register | |
| 1. | Volumetric flask 100 ml | 23 | Nil | Nil | 04 | 04 | |
| 2. | Burette | 28 | Nil | Nil | 01 | 01 | |
| 3. | Viscometer | 23 | Nil | Nil | 01 | 01 | |
| 4. | Measuring cylinder | 14 | Nil | Nil | | | |
| 5. | Test tubes | 21 | Nil | Nil | 02 | 02 | |
| 6. | Petri dish | 17 | Nil | Nil | 01 | 01 | |
| 7. | China Dish | 04 | Nil | Nil | | | |

Note: We the following undersigned signature holder hereby certified that we have done the physical verification of laboratory equipment's and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the items missing/ utilised/ broken, otherwise all other items are physically verified.

Signature of the HOD **डा. पी. एस. पावार**
बिज्ञान विभाग प्रमुख
कला, वाणिज्य महाविद्यालय,
वरवट बकाल

Signature of Lab-In-charge:
(Mr. N. S. Shelke)

1) Signature And Name of Verification In-charge:
Dr. P. S. Pawar
Head of Zoology Department
Arts, Commerce College, Warwat Bakal
Tq. Sangrampur Dist. Buldhana 430202

2) Signature And Name of Verification In-charge:
Anand Dhundale

Signature of Principal:
Principal
Arts & Commerce College,
Warwat Bakal Dist. Buldhana

Physical Stock Verification report 2021-22 (Dept of Zoology, Lab)


Physical Stock Verification Report 2021-2022 (LABORATORY EQUIPMENT'S AND CHEMICALS)


As per the order issued by the principal dated, 05/01/2022 to the department of Zoology, we have personally carried out the internal physical verification by the HOD of Prof. N.D. Dahake sir from department of chemistry and his team member of department on dated 02/06/2022, and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the following items shown in the below table, which were either missing or broken.


| Sr. No. | Items /Chemicals | Total | Stock Page No. | Missing | | Broken | | Remark |
|---------|----------------------------|------------|----------------|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|--------------------|
| | | Quantity | | Quantity as per stock register | Quantity as per physical register | Quantity as per stock register | Quantity as per physical register | |
| 01 | Measuring cylinder (100ml) | 02 | 14 | Nil | Nil | 02 | 02 | |
| 02 | Petri Dish | 10 | 17 | Nil | Nil | 10 | 03 | |
| 03 | plane glass slide | 10 packets | | Nil | Nil | | | 02 packet utilised |
| 04 | Lancet | 2 packet | 13 | Nil | Nil | | | 01 packet utilised |
| 05 | Acetate Buffer Solution | 500ml | 02 | Nil | Nil | | | 50ml utilised |
| 06 | Calcium chloride | 500gm | 50 | Nil | Nil | | | 50gm used |
| 07 | Cornoy's Fluid | 100ml | 50 | Nil | Nil | | | 50ml used |
| 08 | Mercuric chloride | 100gm | 14 | Nil | Nil | | | 30gm used |
| 09 | Methyl orange stain | 125ml | 14 | Nil | Nil | | | 15 ml utilised |


| | | | | | | | | |
|----|------------------------------|----------|----|-----|-----|-----|-----|----------------|
| 10 | Phenolphthalein powder stain | 100gm | 17 | Nil | Nil | | | 50gm used |
| 11 | PH paper | 2 packet | 17 | Nil | Nil | | | 01 packet used |
| 12 | Potassium Chromate | 500gm | 51 | Nil | Nil | | | 250 gm used |
| 13 | Potassium chloride | 500gm | 51 | Nil | Nil | Nil | Nil | 50gm used |
| 14 | Potassium dichromate | 500gm | 51 | Nil | Nil | Nil | Nil | 200gm used |
| 15 | Saffranine powder | 100gm | 20 | Nil | Nil | Nil | Nil | 20gm used |
| 16 | Sodium Hydroxide | 500gm | 52 | Nil | Nil | Nil | Nil | 50gm used |
| 17 | Silver Nitrate | 10gm | 52 | Nil | Nil | Nil | Nil | 07 gm used |


Note: We the following undersigned signature holder hereby certified that we have done the physical verification of laboratory equipment's and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the items missing/ utilised/ broken, otherwise all other items are physically verified.


P. Solanke
 Assistant Professor &
 Head of Zoology Department
 Arts & Commerce College, Warwat (St.)
 Sangamner Dist: Buldana 444202


 Signature of Lab-In-charge:


 1) Signature And Name of Verification In-charge:


 2) Signature And Name of Verification In-charge:


 Signature of Principal:
Principal
 Arts & Commerce College,
 Warwat Bakal Dist. Buldana


Physical Stock Verification report 2021-22 (Dept of Botany, Lab)


Physical Stock Verification Report 2021-2022 (LABORATORY EQUIPMENT'S AND CHEMICALS)


As per the order issued by the principal dated, 05/01/2022 to the department Botany, we have personally carried out the internal physical verification by the HOD of Zoology, Dr. M. R. Solanke and her team member of department on dated 19/05/2022 and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the following items shown in the below table, which were either missing or broken.

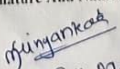
| Sr. No. | Items /Chemicals | Stock Page No. | Missing | | Broken | | Remark |
|---------|------------------|----------------|--------------------------------|-----------------------------------|--------------------------------|-----------------------------------|---------------------|
| | | | Quantity as per stock register | Quantity as per physical register | Quantity as per stock register | Quantity as per physical register | |
| 1 | Bignonia stem | 45 | Nil | Nil | Nil | Nil | Utilized |
| 2 | Pinus needle | 45 | Nil | Nil | Nil | Nil | One bottle utilized |
| 3 | Dracaena stem | 45 | Nil | Nil | Nil | Nil | Utilized |

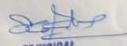
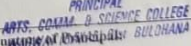
Note: We the following undersigned signature holder hereby certified that we have done the physical verification of laboratory equipment's and found that items available in the lab are entered in the stock book and all the items entered in the stock book are available in the lab except the items missing/ utilized/ broken, otherwise all other items are physically verified.


S.S. Phasal.
Head & Assistant Professor
Department of Botany
Arts & Commerce College, Warwat (Bk.)
Tq-Sangrampur Dist-Buldana 444302


Signature of Lab-In-charge:


1) Signature And Name of Verification In-charge:


Dr. Madhuri S. Kumbhakar


2) Signature And Name of Verification In-charge: 
Principal
Arts & Commerce College
Warwat Bakal Dist. Buldhana




Principal
Arts & Commerce College,
Warwat Bakal Dist. Buldhana