



SATPUDA EDUCATION SOCIETY, JALGAON JAMOD'S

Arts & Commerce College

Warvat Bakal Tq. Sangrampur Dist - Buldhana (M.S.)

- Principal -

Dr. Shiram Yerankar

M.A., M.Phil, Ph.D.

9423722316

NAAC Reaccredited with 'B' Grade

College Code : 327

- President -

Shri. Krushnarao Ingle

(Ex. M.L.A.)

07266-221449

Website : www.acscwb.co.in

E-mail : 327accwb@gmail.com

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	



[Signature]
Principal

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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

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Mechanism for maintenance of facilities available

Arts, Commerce College, Warvat Bakal has 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.
- ❖ For regular maintenance of electrical equipment in classrooms, college has maintained and entered into AMC with Nageshwar Rewinding & Electricals, Warvat Bakal.
- ❖ 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 equipments 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.
- ❖ Fire fighting equipments 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 Parth Computers, Jalgaon, Jamod.




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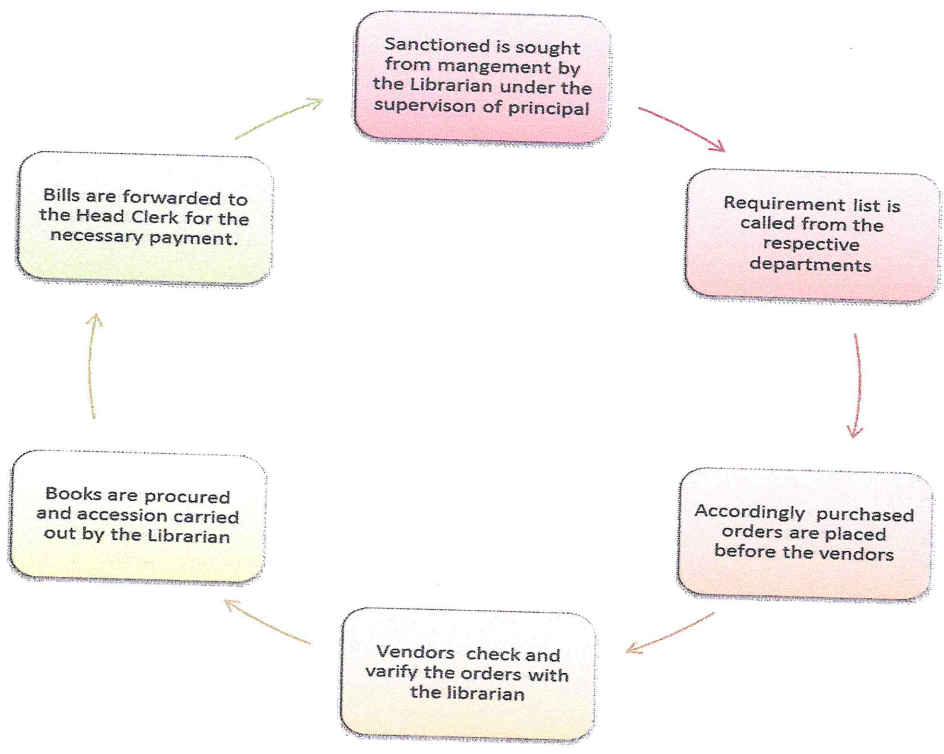
- ❖ At the time of purchase warranty and guarantee from the seller is ensured and there repairing and maintenance work is done under the warranty and guarantee period after that these are repaired under AMC.
- ❖ Updating software is done by the contractor entered into AMC or by the officer nominated 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.

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 equipments are regularly monitored, repaired and maintained under the supervision of Director of Physical Education.
- ❖ Annual stock checking is done.
- ❖ Requirements or addition of new equipments or accessories is acquired after receiving sanctioned from the management.
- ❖ Sport director is responsible for keeping the record of utilization of sports facilities and equipments, organization of sports games and awards won by the students.




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