



SATPUDA EDUCATION SOCIETY, JALGAON JAMOD'S

Arts & Commerce College

Warwat 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

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Criterion IV: Infrastructure and Learning Resources 2023-24

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	



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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

Arts & Commerce College
Warwat Bakal Dist- Buldhana

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 passages 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.

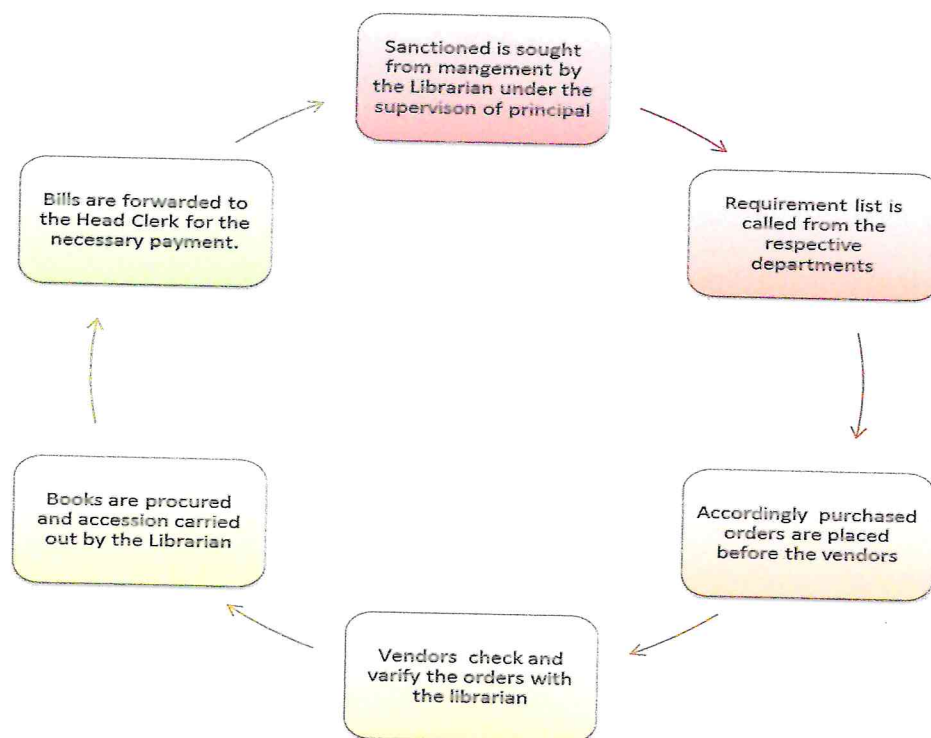
- ❖ At the time of purchase warranty and guarantee from the seller is ensured and there repairing and maintenance work is done under the warranty and guarantee period after that these are repaired under AMC.
- ❖ Updating software is done by the contractor entered into AMC or by the officer nominated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

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 01/04/2020 to 31/03/2021.
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	

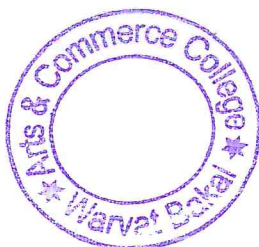
TERMS AND CONDITION:

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




Principal
Arts & Commerce College
Warvat Bakal Dist.Buldana