



Dnyanopasak Shikshan Mandal's,

ARTS, COMMERCE AND SCIENCE COLLEGE, JINTUR

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

Junior & Senior

JINTUR - 431 509. Dist. Parbhani. Maharashtra. India.

(02457) 237232, 237134 Fax 02457-237643

E-mail - dsmj.principal@rediffmail.com • Website - www.dsmacsjintur.ac.in

NAAC Re-accredited 'B' Grade

Adv. G. N. Dudhgaonkar
President & Ex. Member of Parliament

Dr. Sow. Sandhyatai Dudhgaonkar
Secretary

Dr. S. G. Bhombe
I/C Principal

Policy for Utilization and Maintenance of Physical, Academic, and Support Service Facilities

Introduction:

The College is committed to providing academic excellence, services and facilities are developed to the benefit of the stakeholder. These physical, academic, support services and facilities cover almost every aspect of the college. The functioning of the college such as teaching-learning, buildings, classrooms, and library, etc. The need for policymaking arises from the expectation of constant, uninterrupted, smooth functioning of these services and facilities.

Statement:

The policy assures the optimum utilization and proper maintenance of physical, academic, and support service facilities of the college to accomplish a high degree of excellence and consume human values in all attempts.

Aims of the Policy:

1. To receive constant, uninterrupted, and smooth functioning of physical, academic, and support service facilities.
2. To achieve optimum utilization of all facilities.
3. To provide all types of services for the stakeholders.
4. To prevent misconduct and misuse of resources.
5. To achieve timely repair and replacement and up-gradation, of the resources.
6. To set standardized maintenance and utilization procedures for resources.

The mechanism for implementation of the policy:

The institute develops mechanisms for the maintenance, repair, replacement, and up-gradation of facilities and services. The mechanism seeks the involvement of all the stakeholders.

Purchase Committee:

The Purchase Committee of the college involves faculty taking a review of the facilities and services periodically. The report of the committee is put forth to the principal of the college. The IQAC Coordinator actively participates in the committee meeting. The priorities of the works are fixed in the CDC meeting. After receiving permission from IQAC and CDC committee, the purchase committee purchase or maintenance expenses are utilized as per the pre-determined procedure.



Maintenance officer:

The maintenance office is a ground-level step to fulfill the commitment expressed in the policy statement. Day-to-day maintenance and care are taken by the maintenance office, in consultation with the principal. The office superintendent looks after this all-routine maintenance.

College Development Committee (CDC):

CDC monitors the overall functioning of facilities and services. The purchase committee reports reviews by CDC and is considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding. For ICT facility maintenance and up-gradation, the College formed the technical committee.

General measures for optimum utilization

1. Departmental heads and staff members take care of facilities provided to them.
2. Instructions are displayed for the proper use of infrastructure facilities.
3. The technical staff looks after ICT facilities. For major problems, the College has AMC with the local service provider.
4. The support staff having technical and mechanical skills looks after the day-to-day maintenance of the infrastructure.
5. Students carefully use major instruments under the supervision of the teaching or non-teaching
6. Fire extinguishers are placed at appropriate places and they are replaced periodically. The demo regarding its use is given to staff and students for emergency use.
7. For library books and offices, document preservation, and periodic paste control is carried out.
8. Electric fittings and wiring are periodically monitored by external experts for replacements and
9. For maintaining the aesthetic value of the campus proper cleaning of available free land is carried out through NSS volunteers.
10. For drinking water supply, the College has installed water purifiers and coolers which are maintained periodically.




Co-ordinator
Internal Quality Assurance Cell
D.S.M.'s Arts, Com. & Science College
Jintur, Dist. Parbhani


PRINCIPAL
Dnyanopasak Shikshan Mandal's
Atrs, Commerce & Science College
Jintur Dist. Parbhani