



Rayat Shikshan Sanstha's

Arts, Science and Commerce College, Ramanandnagar (Burli)

QLM and Maintenance Policy

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms.

College has well established systems and procedures for maintaining and utilizing physical, academic support facilities. Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities.

Policies

- To identify, evaluate and monitor the proper use of available facilities.
- To ensure the optimum utilization of physical, academic and support facilities.
- To understand and fulfil the infrastructural and other requirements regarding physical academic and support facilities.
- To finalize the annual budget provided for the facilities and utilize accordingly.
- To ensure the proper maintenance of facilities with a standard required specification to accomplish the high degree of excellence imbuing human values in all endeavours.

❖ Procedures

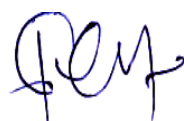
- For implementation of policies - various committees to look after such tasks include the Library Committee, Gymkhana Committee, Building and Purchase Committee, UGC Utilization Committee, UGC NRC Committee, Classroom Cleanliness Committee, Campus Beautification Committee, Cultural Activities Committee, E-learning & Digital Presentation Committee, etc.
- The administrative office is a ground level step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the principal.
- The purchase committee headed by a senior faculty takes an annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the principal.
- The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned in the CDC meetings. The

requirements of large expenses are sent to the parent institute for approval and funding.

- Indoor Hall is utilized for playing indoor games such as table tennis, badminton, boxing, wrestling, chess and carom etc. Gymkhana department provides discus throw pit, shot put throwing pit ground, jumping pits and kabaddi ground and it also organizes matches at different levels e.g. district level, zonal level, inter zonal.
- Sterilization of laboratories is done twice in a month, Equipment's of science laboratories are cleaned twice a year. Mechanical parts are oiled to make them operate smoothly. Laboratories are cleaned once in a week. Power backup is provided to the labs so that they can be used optimally. Fire extinguishers are placed in appropriate places, and they are refilled periodically. Fire safety unit is installed as the precautionary major.
- Classrooms are allotted to peons to be cleaned regularly. Colouring was done whenever necessary. Electric fans are provided in the classrooms. An external electrician takes care of electric fittings and wiring periodically. For drinking water supply the college has installed water coolers which are maintained by the support staff.
- Maintenance of generators done through call basis by the suppliers.
- Maintenance of botanical garden and campus beautification is done with the help of non-teaching staff and students of earn and learn scheme
- The college office as well as science departments maintain a stock register for the equipments, class work materials, chemicals and furniture.


Dr. N. J. Dahale
Member Coordinator
IQAC




Prin. Dr. S. T. Salunkhe
Chairman
IQAC