



Palus Shikshan Prasarak Mandal's
Arts, Commerce & Science College, Palus

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(Affiliated to Shivaji University, Kolhapur)

DBT STAR College Scheme Assisted, NAAC Reaccredited with CGPA-2.67(B+)

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Outward No.: Mahavi/ /F- /

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

Introduction:

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

Aims of the Policy:

1. To achieve optimum utilization of facilities and services for the benefit of stake holders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.
6. To reduce probabilities of accidents at workplace for ensuring safety.

Mechanism for implementation of the policy:

The following mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

Administrative office:

The administrative office is a ground level step to fulfill the commitment expressed in the policy statement. The day-to-day maintenance and care is taken by the administrative office, in consultation with the Principal. The Office Superintendent looks after this all-routine maintenance.

Purchase Committee:

The Purchase Committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of Purchase Committee chaired by the Principal. The Coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and LMC/CDC meetings. After receiving permissions of IQAC and LMC /CDC, the purchase or maintenance expenses are utilized as per the pre- determined procedures.

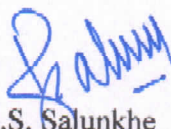
Local Management Committee/College Development Committee: LMC/ CDC monitor overall functioning of facilities and services. The reports and reviews received from the Purchase Committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the management for approval and funding.

For ICT facility maintenance and up-gradation, College appoints the technical staffs. It is the policy of the parent institute to recruit the support staff having mechanical and technical skills of certain kinds.

General measures for optimum utilization:

1. Departments and office staff takes care of facilities provided to them.
2. Instructions are displayed for the proper use infrastructure facilities.
3. The technical staff looks after ICT facilities. For major problems, the College has AMC with local service provider.
4. The support staff having technical and mechanical skills looks after day-to-day maintenance of infrastructure.
5. Students carefully use major instruments under the supervision of the teaching or non-teaching faculty.
6. Fire extinguishers are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use.
7. For library books and office, document preservation, periodic paste control is carried out.
8. Electric fittings and wiring are periodically monitored by external experts for replacements and repairing.
9. For drinking water supply, the College has installed water purifiers and coolers which are maintained by the support staff.




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