



M.C.E. Society's
Abeda Inamdar Senior College
Of Arts, Science & Commerce, Pune
Affiliated to Savitribai Phule Pune University

Maintenance Policy and Procedure:

1. Department in need of repair and maintenance work has to register the complaint in the society office giving the details of the maintenance required.
2. Technician visits the site and completes the maintenance as required.
3. Head of the department signs the Job Completion Report.
4. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
5. All monthly maintenance bills are brought to the notice of the President.
6. The college has Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library.

A) Procedure for Utilization of Support facility:

I. Sports complex:

1. The college can use any of the support facility available with the central sports academy by making a requisition in writing for the same in advance.
2. Upon receipt of the letter the Director, Sports Academy confirms the availability and the department/ college can make use of the specific facility.

II. Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed
3. Dead Stock register is to be maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.
2. This library card can be used for issuing two books every week.
3. Non return of Library book on time will attract the applicable fine.
4. Every student can access online journals and magazines through computer terminals available in the E Library.

5. The student must scan Identity card and sign in the register upon arrival in the E –Library.
6. Students can access the books available on the college intranet server from any computer terminal in the college campus.
7. All college students are free to use the central reading rooms available in the campus, which are open from 8.00 a.m. to 10.00 p.m.

IV. Utilization of Computer Laboratory :

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.
2. E-Library time table is made to identify vacant time slots to ensure optimum utilization.
3. The department of Computer Science maintains all computers and peripherals.
4. All outdated and old computers are disposed through Azam Campus Hard ware academy.
5. All new requirements of computers are processed through Department of Computer Science

V. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Each teacher is given responsibility for the maintenance of one class room.
3. The in charge teacher informs the college maintenance head about the requirement of repair / cleanliness.