



## **Policies and Procedure for Maintaining and Utilizing Physical Facilities**

### **Maintenance Policy and Procedure:**

1. Registration of Complaint: Registration of the complaint in the society office giving the details of the maintenance required by the respective department.
2. Visit of Technician: Technician visits the site and assesses the maintenance required and completes the job.
3. Job Completion Report: The report of the maintenance is prepared by the technician and signed by the concerned head.
4. Payment: Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
5. Monthly Maintenance Report: The monthly accounts of maintenance are reported to the president.
6. Annual Maintenance Contract: Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library are in place.

### **Procedure for Utilization of Support Facility:**

#### **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.

### **Utilization and Maintenance of Laboratories:**

1. Class wise laboratory schedules are followed as per time table.
2. Standard Operational Procedures for handling various chemical, equipment and instruments to be strictly followed
3. Dead Stock Registers to be maintained and updated regularly.
4. Dead Stock verification and inspection to be carried out during the Internal Audit at the end of the Academic Year.
5. Obsolete equipment and instruments to be discarded by following the standard procedure.
6. Any discrepancy in stocks to be brought to the notice of the Principal.



M.C.E. Society's  
Abeda Inamdar Senior College of Arts, Science and Commerce, Pune

**Utilization of Library:**

1. Student must procure a Library Card within one week of taking admission.
2. Library card can be used for issuing two books every week.
3. Non return of Library book on time shall be fined.
4. Students can access online journals and magazines in the e-Library.
5. Student must register attendance through scan of Identity card and sign in the register in e-Library.
6. Students can access the books available on the college intranet server from any computer terminal in the college campus.
7. Students can use the central reading rooms available in the campus from 8.00 a.m. to 10.00 p.m.

**Utilization of Computer Laboratory:**

1. Class wise computer laboratory schedules are followed as per time table.
2. e-Library time table ensures optimum utilization.
3. New requirements are processed through Department of Computer Science.
4. The department of Computer Science maintains all computers and peripherals.
5. Outdated computers are disposed through Azam Campus Hardware academy.

**Utilization of Class Rooms:**

1. Classrooms are allotted as per the student strength.
2. Lectures and practical are regularly monitored.
3. Maintenance of each classroom is looked after by one in-charge teacher.