

Ref.No.: BJSC :

Date :

**Procedures and policies for maintaining and utilizing physical, academic and support facilities 2019-20**

The institute has well-defined guidelines and procedures for repairing and maintenance.

All the physical, academic and support facilities are augmented and maintained through various college committees such as the college development committee (CDC), purchase committee, IQAC, library committee, building development, infrastructure and campus beautification committee.

Maintenance policy and procedure :

The institute uses mechanism for maintenance of the physical and academic facilities as per following points:

- 1) The institute makes provision in budget for maintenance.
- 2) Requisition is collected by office through internal communication sheet.
- 3) Permission is sought from the purchase committee and CDC.
- 4) The institute makes provision in budget for emergency requirements.
- 5) The institute invites quotations for the proposed work from different vendors.
- 6) Work order is issued after comparative analysis of different quotations.
- 7) Job completion report is prepared by the technician and signed by the concerned head.
- 8) Payment is processed through concerned authorities and forwarded by the Principal for final payment

Procedure for utilization of facility :

1) Science Laboratory

- The maintenance of electrical and electronic equipment is verified by the faculty members of concerned departments and whenever necessary, a technician for repair is called for maintenance.
- Class wise laboratory schedules are followed as per time table.
- Regular updates of dead-stock register.
- Handling of equipment, instruments and chemicals is done using standard procedures.

2) Computer Laboratory

- The college has appointed two technical persons for maintenance and up-gradation and technical issues related to computers.
- The institute website is maintained and updated regularly by the department of computer science.
- Class wise computer laboratory schedules are followed as per the time table.
- New requirements are processed by the technical assistant from the department of computer science.

3) Library

- Library staff takes care of the regular functions of library.
- Library attendants take care of issual of books, collection, cleaning the stock room and reading room regularly.
- Students can use the central reading rooms on campus from 8.00 am to 5.00 pm.
- Students must procure a library card after admission which can be used for issuing two books every week.

4) Classroom

- At the beginning of every academic year, proper availability of blackboards, light, fan, furniture, benches in classrooms is taken care of by the CDC and the Academic Development Committee.
- The college timetable is designed by faculty In-charges keeping in mind the maximum utilization of classrooms and physical facilities.

- Classrooms are allotted as per student strength.
- Separate non-teaching staff is appointed for cleaning college campus and housekeeping.

5) Sports complex :

- Gymkhana committee is responsible for the development and maintenance of sports facilities.
- Gymnasium equipment is maintained and repaired as and when required.
- All the available sports facilities are properly utilized for the promotion of sports in the institute.



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