



ARTS AND SCIENCE COLLEGE,

NACHANGAON-PULGAON

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The infrastructure policy of the college is designed, developed and revised keeping in view the statutory requirements, technological developments, infrastructure needs analysis and the guidance of the Governing Body. The responsibility for provisioning and maintaining infrastructure is jointly shared by different authorities of the institution under the overall leadership of the College Secretary.

The President is empowered to deal with all matters pertaining to the acquisition, upkeeping and disposal of campus infrastructure. The second line of leadership including the Vice Principal and HoDs should seek the advice and consent of the president on matters involving infrastructure. Written complaints regarding infrastructure maintenance are dealt with by the principal. Outpass issued by the Secretary is essential for moving the physical assets out of the campus.

The Institution utilizes and makes optimally use of physical, academic and support facilities and maintain the same as follows:

Laboratory

The HODs through the support staff, upkeep the systems, instruments, and equipment available in the centre. They also maintain a stock register for the equipment used by the students

The institution has well equipped laboratories that are periodically maintained and kept clean. Whenever a new instrument is purchased it is installed by the concerned company engineer and due care is taken until the expiry of the warranty period. Thereafter the heads of the departments have been delegated powers for maintenance

Library:

The institution has a well furnished library. Library Committee is functional which takes care of the library matters and functions.

Games, sports and Gymnasium

Gymkhana Committee has the responsibility for the creation and maintenance of sports facilities on the campus for the students and the faculty. The Institution takes due care for all round development of students, therefore it has provided a well maintained playground. It is periodically maintained and kept up to date by the institution as well as PET.

ICT facilities:

Upgradation of software and hardware and maintenance of ICT facilities is done maintained through the Annual Maintenance Contract.

Campus and Building Maintenance:

All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Purchase, and Financial Norms Committee, Library Committee, Master Plan Committee, Building Committee, Campus Development, Beautification, and Botanical Garden Committee, etc. At the beginning of every academic year, proper availability of blackboards, lighting, and furniture in classrooms, etc. is taken care of by these committees.

The institutional campus is well maintained through daily wages workers. Botanical garden and trees on the premises are well maintained through daily wages gardeners. In order to maintain campus hygienic one sweeper is appointed on daily wages. The building maintenance is looked after by the Principal and faculties. For this purpose, the budget is allocated every year. Round the clock security guards take care of the campus besides CCTV cameras have been installed for the monitoring.