SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S

SHRI SHIVAJI SCIENCE COLLEGE, AMRAVATI

NAAC Accredited by Grade A with CGPA 3.13 (3rd Cycle)
UGC awarded status of College with Potential for Excellence (2nd Phase)
ISO 9000:2015 Certified College
Idenified by DST , Govt. Of India for FIST & Sant GadgeBaba Amravati University as Lead College

4ᵀᴴ Cycle

Assessment & Accreditation by NAAC

Criterion-IV
INFRASTRUCTURE AND LEARNING RESOURCES

Policy document

for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc.

Established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc.

The optimal utilization of the physical infrastructure is properly planned by the Principal in consultation with the IQAC and the other related college Committee.

Maintenance of institute infrastructure means monitoring, servicing and facilitating up keep of the instrument, equipment, gadget, functional space, institute building, etc. to make it operational with or without external help of professionals.

Policies and Procedures for maintaining and utilizing Physical, academic and support facilities:

College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

The policy for maintenance of infrastructure depends on (a) type of infrastructure, (b) nature and frequency of its occupancy or utilization, (c) functional life and durability, (d) functional essentiality, and (e) price of item.

Repair and maintenance of physical, academic and support facilities:

The repairs and maintenance of Classrooms, library, Laboratory, and computers and other physical, academic, and support facilities is a continuous process. Further, the college has well-defined guidelines and procedure for repairing and maintenance activities to ensure time-bound maintenance work.

The college has established systems and procedures for maintaining and utilizing physical facilities as below:

- All the physical, academic, and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Library Committee, Building Committee, Purchase Committee, UGC Planning Committee, Campus Discipline and Cleanliness Committee, etc.

- At the beginning of every academic year, proper availability of blackboards, lighting, ICT based facility and furniture in classrooms etc. is taken care of by these committees.

- Library Advisory Committee is functional which takes care of the library matters and functions.

- Physical education department has the responsibility for the creation and maintenance of sports facilities on the campus for the students and the faculty.

Infrastructure facilities:

The MCVC Building maintenance department of the college provides masons, plumbers, carpenters and other required human resources for repairs and maintenance whenever necessary and the minor maintenance is done at college level. Regular maintenance reports are maintained at college level and any new proposals for change/addition of infrastructure shall be taken care of from time to time.

- Engineers of the construction department of the parent society prepare the estimate for the large scale maintenance of the college infrastructure whenever needed. Thereafter, by using private services, the work is carried out and the work is supervised by a society engineer. Civil contractor has been engaged to undertake construction and building work as and when required.
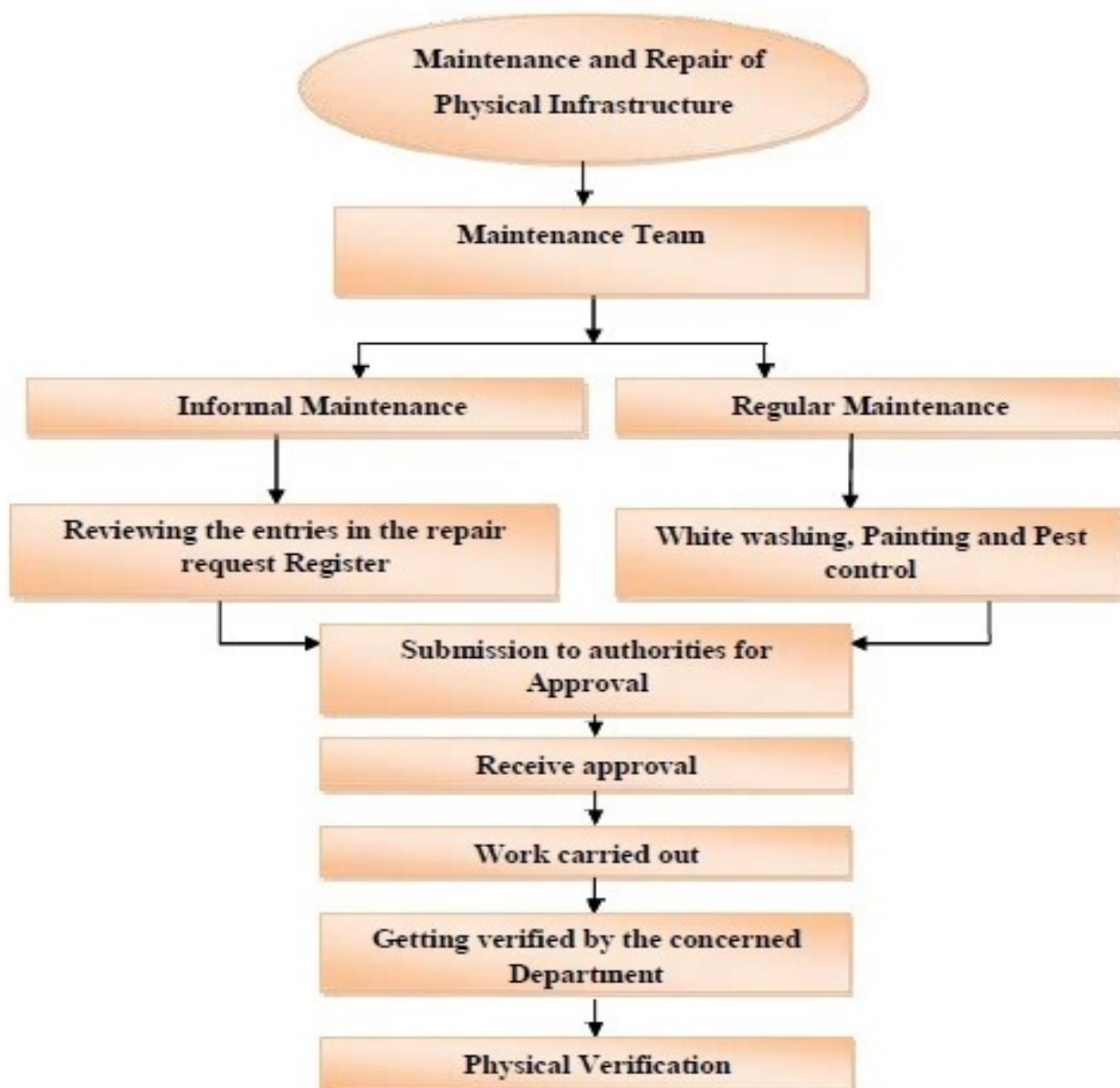
Maintenance and repair of equipment:

The Advanced and Expensive Equipments are maintained by Annual Maintenance Contract (AMC).

- **ICT maintenance** is the practice of keeping computers in a good state of repair. The college has well established mechanism and process for maintaining and utilization of various ICT based equipment and other facility.
- Institute has independent annual maintenance contract (AMC). Institute asks for quotations and contract goes to lowest one. The current AMC is with **Kumar Computers, Rajapeth, Amravati** and **M/s. Aurodivine Technologies pvt. Ltd., Amravati** that takes care about all the ICT based equipments and its facilities available at college. The annual maintenance includes the required software installation, repairing and upgradation. The ICT Smart Class Rooms and the related systems are maintained with AMC.
- Sufficient computers are allotted to each department to carry out the experiments like programming and other work. All these devices are annually maintained as per the given contract.
- All maintenance records are taken care by particular department / college office authority.
- Equipments / instruments which are under warranty are repaired by the suppliers / distributors and the out of warranty equipments / computers are maintained under AMC through skilled/ authorized service engineers/vendors/suppliers.
- In case of science laboratories regular maintenance of laboratory equipments are done by the lab attendant / assistant of concerned department.
- Department wise stock register is kept by concerned laboratory assistant under the supervision of heads of the department. Department wise annual stock verification is done by the Stock Verification Committee and report is submitted to the Principal. With the permission of College Development Committee (CDC), non-working instruments/equipments are write-off by procedure.
- Non-teaching staff is allotted the work for housekeeping.
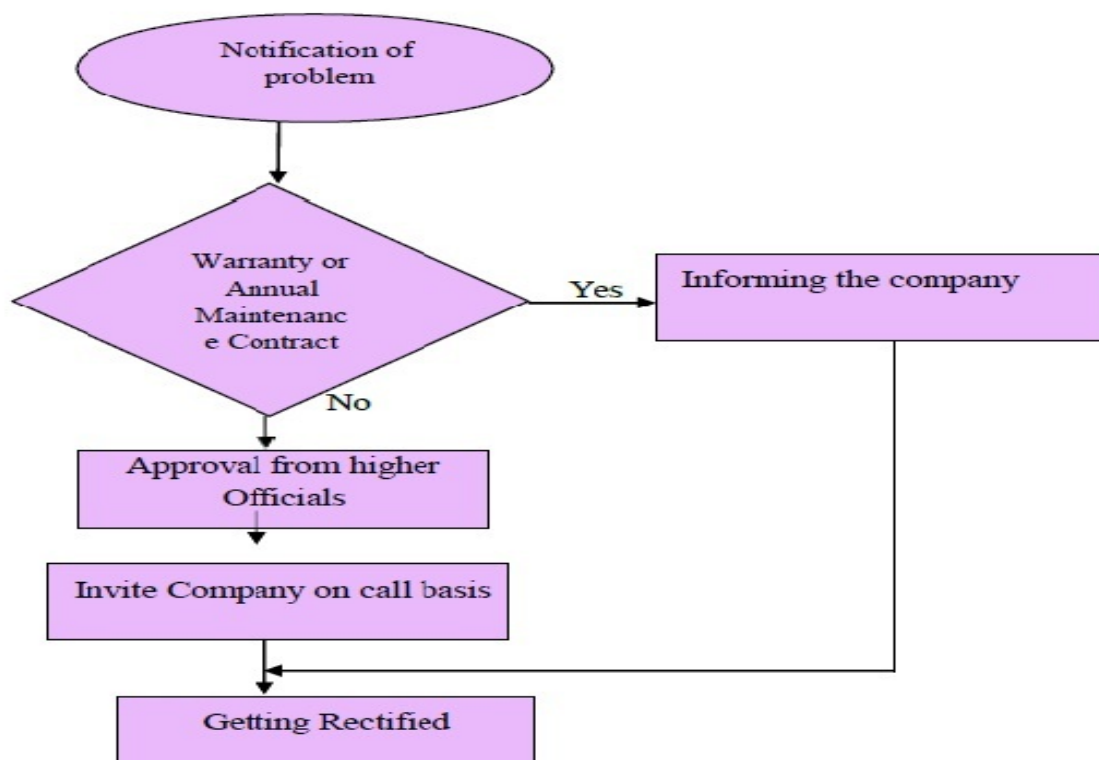
- Regular cleaning of campus, water tanks, classroom, proper garbage disposal, toilets, paste control, furniture, replacement of fire extinguishers, electric work, plumbing, RO-water-facilities, and maintenance of garden are done by the peons or/and other appointed staff. College campus maintenance is monitored through Office superidentent.
- The watchmen are appointed for security of college campus and girl's hostel from private agency.
- The College receives comprehensive feedback from all the stakeholders. Students' council, students' representatives, complaint/suggestion box and the grape vine channel are some of the sources of feedback about academic, physical and support facilities for maintenance.

The college is pleased to share its infrastructure facility for the betterment of the society.

Guidelines for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of external agencies
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.

Responsibilities of maintenance of the infrastructure:

Sr. No.	Equipment/infrastructure	Routine Check	Monitoring Authority	College-level Coordinator
1	UGC Planning & Advisory	All Physical, academic, and support facilities	Principal	UGC Planning & Advisory Committee
2	General Electrical maintenance	Electrician, Lab Assistant and Lab-in- charge	Head of the respective Department	Office Superintendent
3	Air-conditioner	Lab Assistant and Lab-in- charge	Head of the respective Department	Office Superintendent
4	Generator and Power Supply	Electrician	Office Superintendent	Office Superintendent
5	Solar Systems	AMC-ECE	Physics department	Office Superintendent
6	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Kumar Computers, Rajapeth, Amravati and M/s. Aurodivine Technologies pvt. Ltd., Amravati	Head of the respective Department	College-level Computer Coordinator

7	Internet connectivity and Wi-Fi	Lab Assistant and Lab-in- charge	Head of the respective Department	Network Administrator
8	Website	College Website Committee	Head of the respective Department	Coordinator-Website
9	Office Automation & Computer Literacy	Upgration of Office Automation	Head of the respective Department	Office Automation Committee
10	Library	Librarian	Principal	Library Committee
11	Software	Head of the respective Department charge	Head of the respective Department	Head of the respective Department
12	CCTV and Biometric	Infrastructure Committee	Principal	Shri Vinod Bure
13	College Canteen Committee	College Canteen Committee	In-charge College Canteen Committee	College Canteen Committee
14	Purchase Committee	Purchase Committee	Principal	Purchase Committee
15	Girls Hostel Committee	Girls Hostel Committee	Principal	Girls Hostel Committee

Dr. H. S. LUNGE
IQAC Coordinator
Shri Shivaji Science College
Amravati.

Principal
Shri Shivaji Science College
AMRAVATI.