

Rayat Shikshan Sanstha's
Prof. Dr. N. D. Patil Mahavidyalaya, Malkapur
Tal.- Shahuwadi, Dist.- Kolhapur (M.S.) India

**Procedures and Policies for Maintaining and Utilizing Physical,
Academic and Support Facilities-Laboratory, Library, Sports
Complex, Computers and Classrooms**

There is well established system including committee and departments to identify, evaluate, and monitor the proper use of available infrastructure. The Principal, Head of various departments, in-charge of various committees, the librarian, and director of physical education, inform about their infrastructural requirements to plan ahead. The requisition from the departments are routinely scrutinized and validated by the purchase and maintenance committee.


Procedure:

- ✓ The committee periodically visits the campus and prepares programme of maintenance as per the necessity so as to keep the infrastructure in order.
- ✓ Non-teaching staffs working in the laboratories, library and office is trained enough to look after the normal repairs and maintenance and services to keep the systems in safe and operating conditions.
- ✓ The maintenance of the computers and invertors is done through AMCs
- ✓ For repair regarding electricity, leakage, plumbing, etc. concerned technician are hired regarding electricity
- ✓ Sometimes, skilled labors are appointed on daily wages for certain repairs and maintenance. Certain skilled people are also hired on contractual basis for the maintenance of sanitary blocks.
- ✓ College ensures 3 years comprehensive warranty for every newly purchased computer, laptops, UPS.
- ✓ The outdated machines/equipments are replaced by the machines having new configuration.
- ✓ The college runs in two shifts in order to utilize the infrastructure at the optimum level.
- ✓ The time-table is framed so as to ensure the smooth working
- ✓ The library is kept open from 8.30 am to 5.30 pm

- ✓ A 7.5 KVA UPS has been installed in order to avoid interruption in the laboratory work.
- ✓ On Sundays, the college infrastructure is available for conducting different competitive examinations organized by the parent institute, various functions, and for university examinations.
- ✓ Proper checks and balances, periodic inspection, review, grievance redressal, suggestion box, comment by students, alumni, parents, peers, and visitors do help in the maintenance of the infrastructure.
- ✓ The playground of college is used for local cricket matches, zonal and inter zonal sport competitions
- ✓ The 200 meter track is used for morning walk by local peoples
- ✓ CCTV cameras have been installed at strategic locations such as corridors, of buildings, library, at the corners of each floor.
- ✓ Fire systems have been installed at the prime locations.
- ✓ The water coolers / purifiers are cleaned on weekly basis.
- ✓ The central systems (water tanks) are checked on a monthly basis.


Coordinator
I.Q.A.C.
Prof. Dr. N. D. Patil Mahavidyalaya.
Malkapur, Dist. Kolhapur




PRINCIPAL
Prof. Dr. N. D. Patil Mahavidyalaya
Malkapur, Dist. Kolhapur