

K.M.AGRAWAL COLLEGE OF ARTS, COMMERCE & SCIENCE, KALYAN

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

Computer Laboratory :

- Computer Laboratory IT infrastructure is under AMC Regular monitoring of IT Infrastructure
- Preparation of list of non working computers and other accessories
- Appropriate warranty from the manufacturer is ensured at the time of purchase Non working Computers and other accessories are repaired under warranty period, there after these are repaired under AMC.
- Air Conditioners, Inverters, UPS are maintained under AMC
- The estimates of expenditure are prepared for the required items to be purchased Such estimates are presented before Purchase Committee and sanctions are obtained.

Physics, Chemistry, Botany Laboratories :

- Regular inspection of instruments is done List of instruments to be repaired is maintained Instruments under annual maintenance contract are repaired periodically by the corresponding agencies
- For some instruments the technicians from the manufacturers are called
- The sanction is sought from the Purchase Committee Purchases are made as per the following predefined procedure (For all Laboratories)
- Requirement list is finalized by HOD of each department Quotations are called from various parties. Three reasonable quotations are presented in a comparative statement before Purchase Committee for onward sanctions Accordingly purchase orders are sent to the dealers Material is procured, entries are made in stock register and bills are submitted to Accounts Department


Library:

- Library Book purchases are as per the following procedure:
- Library Budget is allocated to all departments
- Requirement list is called from the departments
- Accordingly, purchase orders are generated and sent to vendors
- Books are procured and accession is carried out at Library
- Bills are forwarded to Accounts Department Regular inspection and maintenance of bookshelves is carried out.
- Categorisation of books according to their usage IT infrastructure in the library is maintained under AMC Book binding is carried out through an outsourced vendor
- All the expenditures are incurred after appropriate sanction from Purchase Committee
- Pest control is carried out on monthly basis under the contract Weeding out old and damaged books is done at regular intervals.

Gymkhana :

- The Gymkhana Committee is constituted providing representation to teaching, non teaching staff and also students
- College Gymkhana is regularly maintained under the guidance of Gymkhana In-charge of the College who is assisted by a full time attendant Faulty instruments with minor defects are repaired by the Gymkhana staff but major repair and servicing at regular intervals is carried out by technical experts from outside
- The expenditure on maintenance and replacement or addition of new instruments is done after enlisting of items and getting sanction of Purchase Committee Some items are purchased from the manufacturers/ dealers Annual stock checking is done and orders are placed whenever necessary.
- Class Room Painting is carried out once in three years Electrical fittings are repaired through AMC under the guidance of Estate Manager Furniture is inspected periodically for preventive maintenance.




Principal
PRINCIPAL
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