



Rayat Shikshan Sanstha's

**Arts & Commerce College, Madha, Dist.- Solapur**

### **Academic and Physical Facility Usage and Maintenance Policy**

The institute has a systematic mechanism for maintenance of all the above facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management. Our parent institute has appointed various dealers through online tendering system for purchasing computers, laptops, printer and other ICT devices. At college level, there are different committees to monitor the smooth functioning of the college. The major among them are Steering Committee, Purchase Committee, Digital Committee, Maintenance Committee, Library Advisory Committee, Gymkhana Committee, Cultural Committee, etc. Each committee has to shoulder certain responsibility defined at the beginning of academic year. The seminar hall of the college is provided to the programme and activities conducted by the local government offices and NGOs at free of cost basis.

The college has its own 16 acres of agricultural land. Separate Warden is deputed for Ladies hostel where free food is served to the students. Building committee is in process of construction of one more floor to meet the future growth of the college.

#### **Policy for Physical, Academic and Support facilities :**

The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with spacious library, administrative office and other basic facilities as per the university affiliation norms. Internal cleaning of the college building is equally distributed among all the support staff. Administrative work is also distributed as per the govt. rules. Garbage Van (Ghanta Gadi) of Municipal Corporation of Madha, regularly collects it. Both urinals and toilets are also regularly cleaned with proper hygiene. College has set up separate units for collecting solid and liquid waste. At primary level, solar lamps are installed on the campus. Sanitary Napkin Vending Machine with destroyer is also set up in the college which is sponsored by the



Municipal Corporation, Madha. Furniture if any, damaged is replaced by new ones. Black boards and glass boards if broken are changed urgently. Broken glass panels of windows are replaced once in a year. Electric fans are provided for ventilation in the classrooms. Coloring of the building is done as and when required. We have 15 classrooms. The college has its own canteen and offered on annual contract basis which provides good quality food items at affordable rates and Canteen Committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

**Maintenance and utilization of Library:**

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is substantially computerized, bar code system is adopted. It also uses the system of catalogue (OPAC). Monthly cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library. It also takes decision about the Library fees, book collection late fees, deposits, weeding out policy of the unwanted books etc. The Library provides open access for all users. It provides book bank facility. Library makes available different newspapers in Marathi and English. Library provides facility to out-door readers who include retired staff, alumni and general readers. Stock verification is done as per the guidelines of the norms. Librarian seeks recommendations from the Departments to purchase necessary books. After arrival of the new books their titles are shared on social networking platform and also display the books on new arrival section for information of staff and students. The library is using 'LIBRERIA' software for automation of the library, and provides free Wi-Fi facility to students and staff. The college has AMC with MKCL for the library software. Online access to e-journals is provided through INFLIBNET N-LIST Consortia. The library has Inter loan facility with other libraries in the vicinity. Library has a good collection of rare books, manuscripts and it has signed an official MoU with one of the oldest local library for exchange of books and other services.

**Maintenance and utilization of computers:**

There are total thirty four computers and nine laptops in the college, out of which twenty six are for student's purpose and remaining are for academic and administrative purposes. The college has AMC with Jai Hind Computers and Sales Ltd, Kurduwadi on yearly basis. Maintenance of computer is done regularly as per requirement and major work is done during the vacation. He looks after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems, etc. In case of physical damage we call expert from related agencies. Power back up is provided to the computer systems to use them optimally. Broadband Leased Line FTTH Internet is provided and Wi-Fi units are also set up in the college. LAN and internet connectivity is




regularly tested. LCD projectors, language lab software are also upgraded by time to time. The audio-visual system is set up in the classrooms, cultural hall and seminar hall. The college conducts examinations of the university through online software and training is provided to the staff when needed. We arrange guest lecture under different activities through the VC mode. The college website is maintained regularly by AMC with Dream Technologies, Solapur.

**Maintenance and utilization of Sport Complex:**

We have spacious Gymnasium Hall and a large play-ground which are well maintained and used optimally. Gymnasium Hall is utilized for playing indoor games such as table tennis, wrestling, chess and carom etc. We have 400 X 8 mtrs running track on the play-ground. We have plenty of availability of space on the play-ground with running track on which we have two Kho-Kho grounds, Long Jump unit, Kabaddi ground, spacious Volley-ball ground. The college has organized sports competitions, NCC and NSS camps at District level and Zonal level. Students of the college have participated at University, State and National level.

**Extra-Curricular Activities:**

There is a spacious hall for Cultural and other activities. It is well equipped with the audio-visual system and maintained regularly. There are various musical instruments for practicing cultural activities. (Local Managing Committee) (Now CDC, College Development Committee) takes proper decisions and implements them for the betterment of the college and for the welfare of students. The Institution has a provision of budget allocation for various activities. The necessary amount of budget is fixed in the meeting of L.M.C. along with Heads of all the Departments. We take care that maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rates.

  
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Principal,  
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