Rajarshi Chhatrapati Shahu College, Kolhapur

Established Systems and Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities: Laboratory, Library, Sports Complex, Computers and Classrooms

Academic Year 2023-24

The institution has well defined system of maintenance including committees and departments to identify, evaluate and monitor the proper use of available infrastructure. The Principal, Heads of various departments, Chairman of committees, the librarian and director of Physical Education inform their infrastructural requirements to IQAC and CDC. All requisitions are routinely scrutinized and validated by the Purchase and Maintenance Committee of the college.

POLICIES

The need of policymaking arises from constant, uninterrupted and smooth functioning of these services and facilities. So, a policy document is prepared. The policy document assures the optimum utilization and proper maintenance with a standard required specification of physical, academic and support service facilities of the college. Following aims are achieved through the policy document.

1. To achieve optimum utilization of facilities and services for the benefit of stakeholders.

2. To receive constant, uninterrupted and smooth functioning of physical, academic and support

   service facilities.

3. To prevent misuse and misconduct of resources and services.

4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources

   and services.

5. To set standardized maintenance and utilization procedures for resources.

6. To reduce probabilities of accidents at workplace for ensuring safety.

Day to day maintenance and care is taken by the administrative office, in consultation with the principal. Purchase committee along with College Development Committee monitors overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The requirements of large expenses are sent to the parent institute for approval and funding.
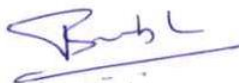
General measures for optimum utilization

1. Departments and office staff take care of facilities provided to them.

2. Instructions are displayed for the proper use infrastructure facilities.

3. The technical staff looks after ICT facilities.

4. The support staff having technical and mechanical skills looks after the day-to-day

   maintenance of infrastructure.

5. Students carefully use main instruments and hazardous chemicals under the supervision of

   the teaching or non-teaching faculty.

6. Fire extinguishers are placed in appropriate places, and they are refilled periodically. For

   library books and office, document preservation periodic pest control is carried out.

7. An external electrician takes care of electric fittings and wiring periodically.

8. For drinking water supply the college has installed water purifiers cum coolers which are

   maintained by the support staff.

Procedure:

1. The college Maintenance Committee collects the requirements from various departments and committees and prepares maintenance programme as per the necessity to keep the infrastructure in order.

2. Non-teaching staffs working in the laboratories, library and office are trained enough to look after the normal repairs and maintenance services to keep the systems in safe and operating conditions.

3. The maintenance of the computers and invertors is done through AMCs.

4. Repairs regarding electricity, leakages, plumbing, etc. are done by hiring the concerned technicians.

5. Skilled laborers are hired for emergency maintenance work.

6. College ensures three-year comprehensive warranty for newly purchased computer, laptops and UPS.

7. The outdated machine/equipment's are replaced by the machines having new configuration.

8. From the optimum utilization of infrastructure, college runs in two shifts.

9. For the smooth working of the college, the timetable has been formulated.

10. The library facility is made available from 8:30 am to 5:30 pm

11. A 7.5 KVA UPS has been installed to provide uninterrupted power.

12. The college infrastructure is utilized during holidays for conducting various examinations of the parent institute, GOs /NGOs and university.

13. The playground of college is made available for sport competitions organized by college, GOs /NGOs and university.

14. Local people use 400-meter track for morning walk.

15. The Swimming tank and Gymnasium facility is provided for students, faculty and local citizens.

16. The whole college campus is under CCTV surveillance.

17. The water tanks, coolers and purifiers are cleaned on regular basis.

The departments of Chemistry, Physics, Botany, Zoology, Mathematics, Statistics, Commerce IT and Computer Science have a separate practical laboratory. These laboratories are provided efficient infrastructure, computers, required equipment's and trained staff. The College provides separate section for library in the college building. It is with nearly 50000+ books collection, 1 national 30 national and regional journals and magazine. The library subscribes INFLIBNETs N. LIST program. A separate Auditorium Hall exists in the college campus with 24.67 x10.7 sq. m. area. College has a separate computer lab with internet facility for students and teachers. The departments in the college have been provided computer facilities for student and staff. The college building consists of 46 classrooms, 17 laboratories, 03 Research Laboratory, 01 dark room, 07 computer lab and 01 Auditorium Hall. All classrooms have Wi-Fi facility. Infrastructure augmentation is carried out through financial assistance from UGC and the parent institute. Principal along with C.D.C. members prepare the budget every year & get it sanctioned by the parent institution.

Chairman
Criteria IV