



Maratha Vidya Prasarak Samaj, Nashik

**GMD Arts, BW Commerce & Science College, Sinnar Dist. Nashik**

## Criterion-IV: Infrastructure and Learning Resources

*4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.*

### RESPONSES

The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities, which are maintained through the vendors appointed by the parent institution.

Procedure for maintaining equipment and furniture procedure for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc.

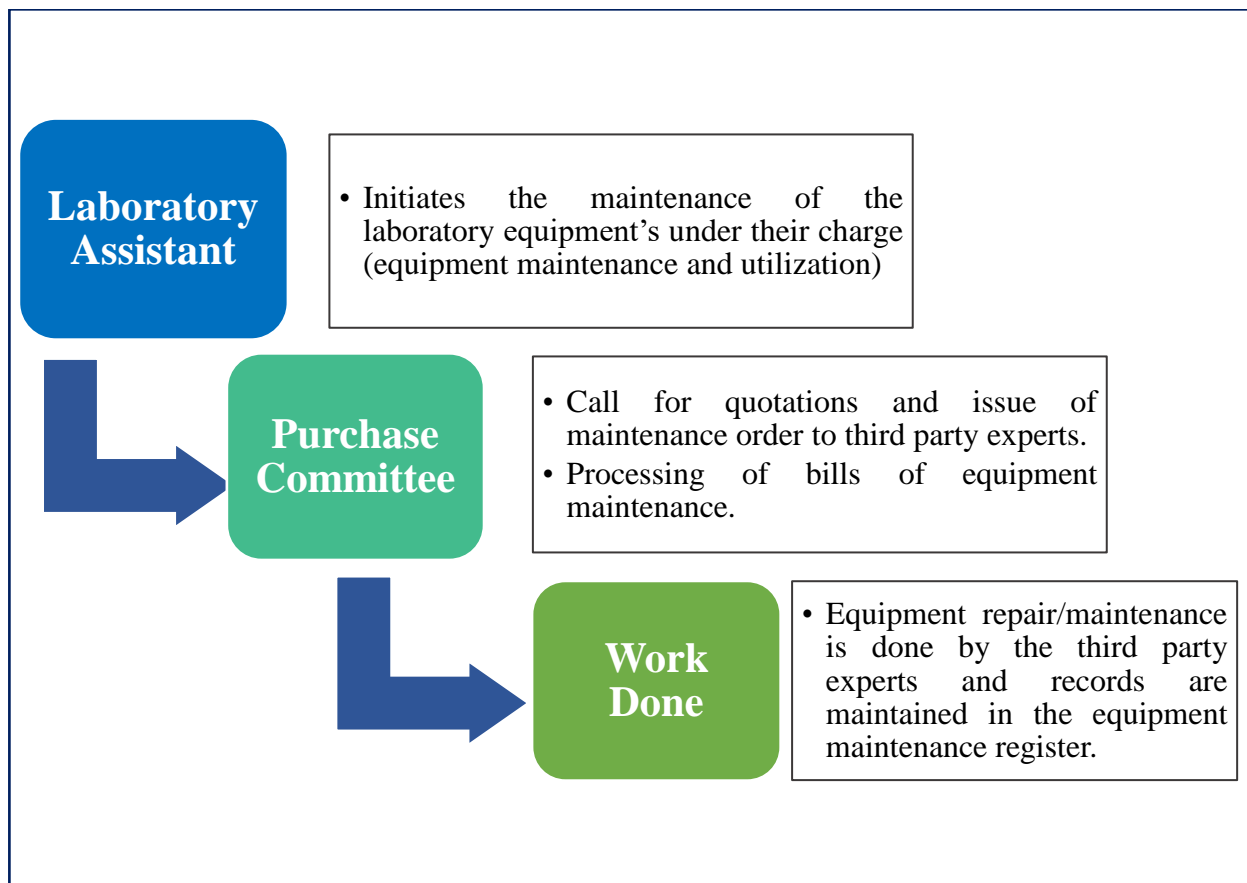
- ✓ There is a procedure for annual maintenance contract (AMC) is given for maintenance of computers, printers, photocopy machine, CCTV Cameras, Water coolers/filters, gardening etc.
- ✓ A vendor is appointed by our parent institution for purchasing of books in library.
- ✓ Vendor is fixed for maintenance of sports facilities.
- ✓ The Lab-In-charge or the concerned teacher/staff maintains the record of equipment, other material and furniture.
- ✓ In case of any breakdown/repair, the lab-in-charge or concerned teacher/staff contacts to the vendor from whom the equipment is purchased and get the equipment checked for the fault.
- ✓ After the inspection of the laboratory, the In-charge takes the inspection report from the person who maintained and submitted it to the Principal for approval as per the report.
- ✓ In case the repair is minor, it is done on site.
- ✓ In case of major repair and maintenance approval for the expenses is taken from the parent institution.
- ✓ Maintenance and repair of library and sports related material is done through regular approved vendors.

There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working policies of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities.

*Criterion-IV: Infrastructure and Learning Resources (4.4.2)*

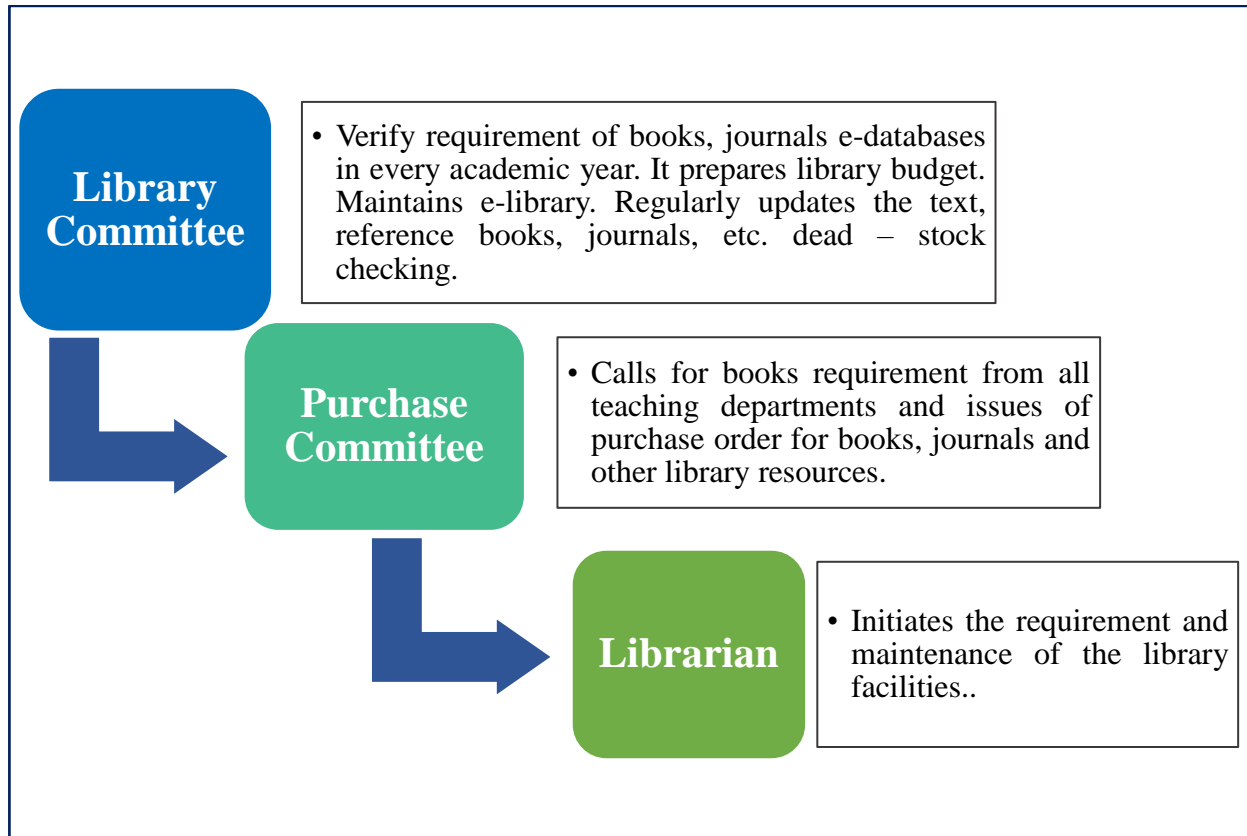
## Laboratory Maintenance:

In case maintenance of equipment arises, the concerned Laboratory-Assistant issues a maintenance request to the “Purchase Committee” through the head of department. Based on the request, the equipment maintenance work is assigned to third party equipment experts. These experts carry out the repair/maintenance of the equipment. Following flowchart indicates the standard procedure which is adopted for maintenance of Laboratory Equipments.



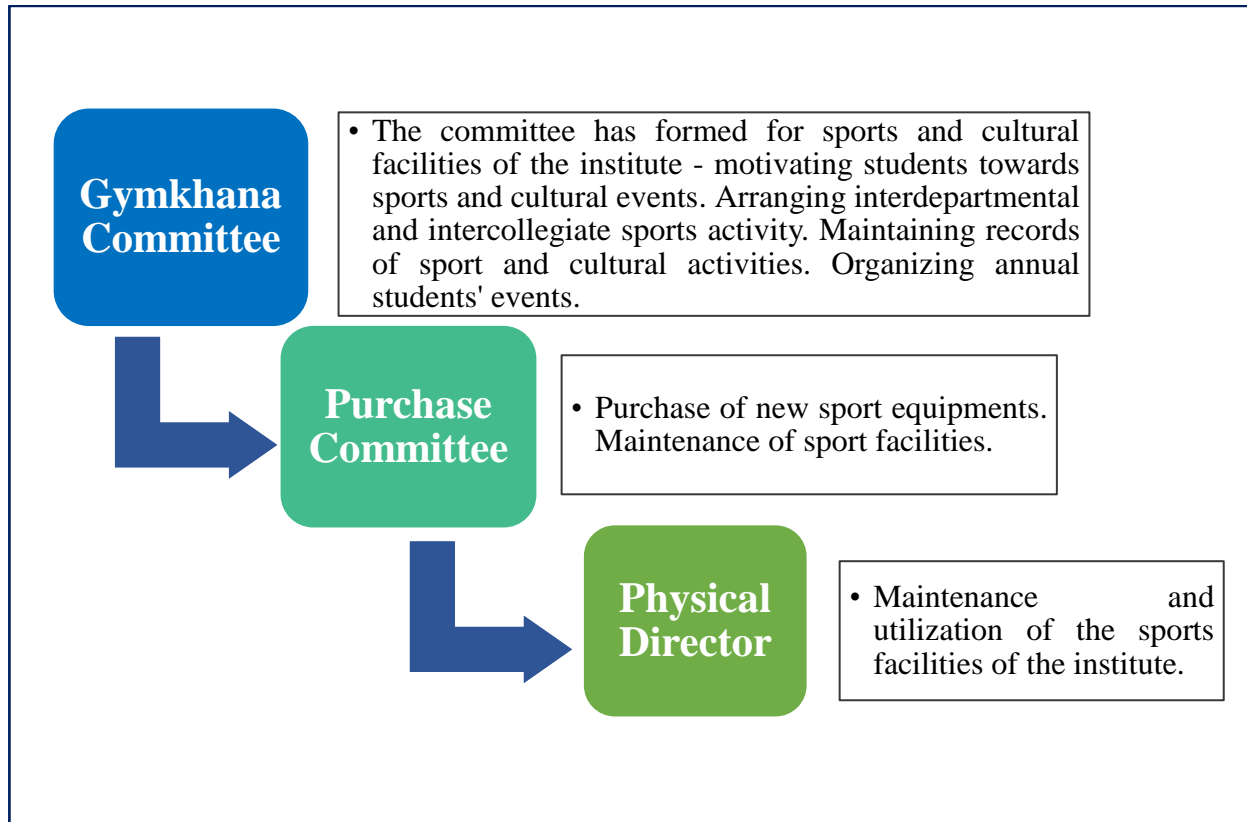
## Library Maintenance:

The library is continuously updated in terms of latest books, journals and e-contents by the “Library Committee”. Following flowchart indicates the standard procedure adopted for the maintenance of library facilities.



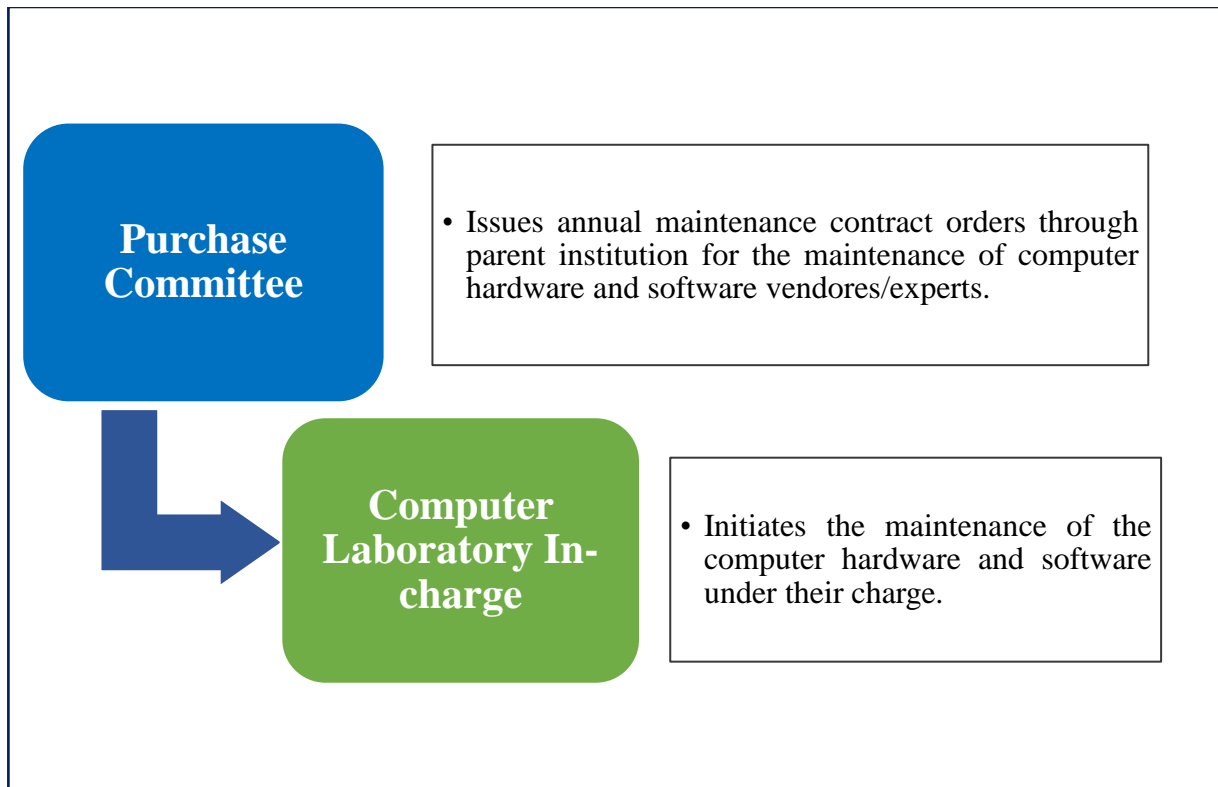
## Maintenance of Sports Facilities:

A physical director is appointed for the utilization and maintenance of the institutes sports facilities. Following flowchart indicates the standard procedure adopted for the utilization and maintenance of the institute's sports facilities.



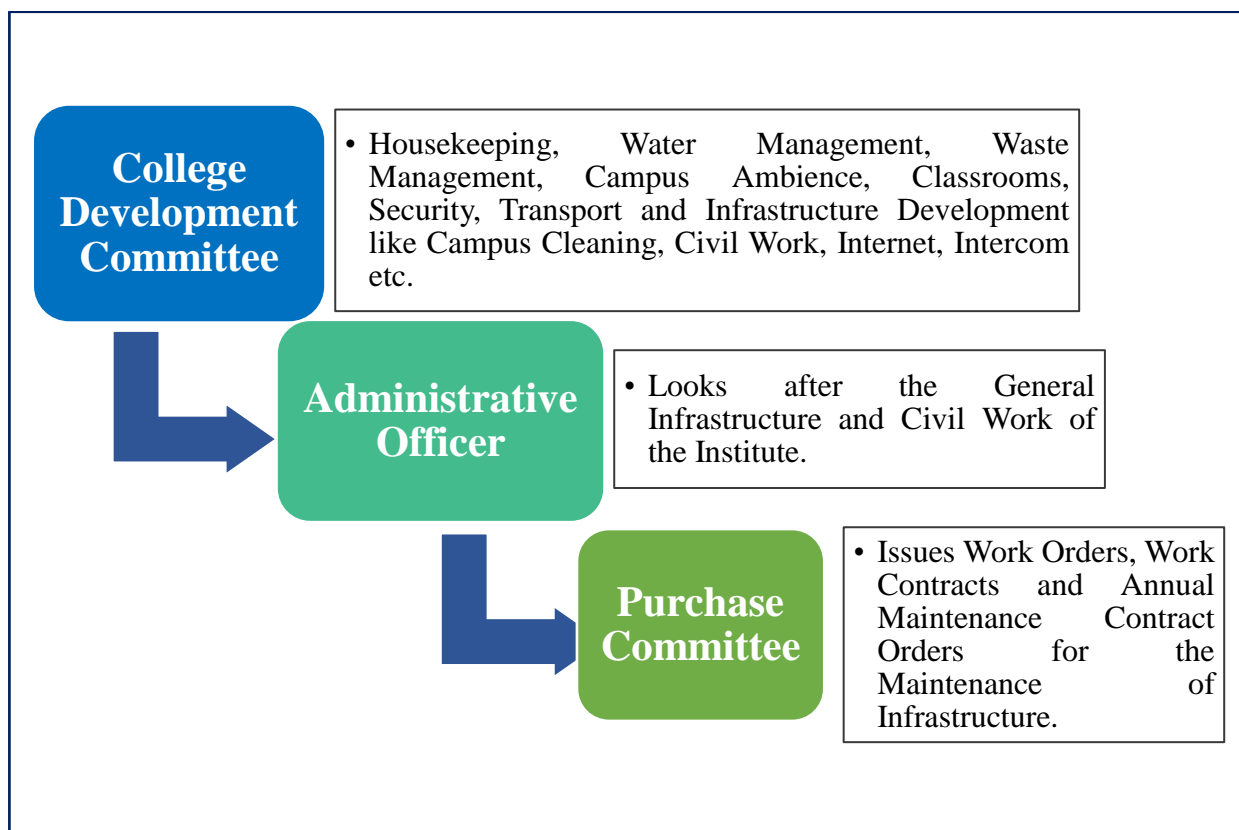
## Maintenance of Computers:

The maintenance of computer hardware and software of the institute is carried out by the third party experts through annual maintenance contracts (AMCs). Following flowchart indicates the standard procedure adopted for the utilization and maintenance of the computer hardware and software.



## Maintenance of Institute Infrastructure:

The general maintenance of the institute's infrastructure including the class-rooms, laboratories, building, garden, canteen etc. is done by the "College Development Committee". Following flowchart indicates the standard procedure adopted for the maintenance of the infrastructure.



  
**CO-ORDINATOR**  
IQAC  
G.M.D. Arts, B.W. Commerce  
And Science College, Sinnar



  
**Principal**  
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