



New Satara College of BCA, Pandharpur

(Affiliated to P.A.H.Solapur University,Solapur)

INFRASTRUCTURAL

&

MAINTENANCE

POLICIES

2022-23

INFRASTRUCTURAL & MAINTENANCE POLICIES

New Satara College of BCA, Korti, and Pandharpur has a number of policies procedures and practices to govern its operation. Though it is only providing education in the field of computers. The policies are meant for day-to-day dealing. They provide guidance to members in a number of academic areas. The maintenance and cleaning of the classrooms and furniture are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to the experts. The college has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. CCTV camera is installed in the campus. The college website is maintained regularly by AMC with Dream Technologies, Solapur.

The students are charged for the library, language lab and general computer lab expenses at the time of admission as suggested by the statutory body and in addition to that other grants are allocated for the maintenance of the labs and the classrooms which are a part of teaching – learning process. *The gardener is appointed by the institute to maintain the garden and beautification committee assists in this regard. The maintenance of generator is regularly done by AMC.* Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by college from different sources.

The college owns an enormous library which has got a separate reading hall. It facilitates a Net café, Smart Classroom, own book reading hall, separate systems to operate reading and borrowing books through online software with barcode. A MoU is drafted with MKCL (Maharashtra Knowledge Corporation Ltd.), who annually maintains the infrastructure in the library. Further, an *MOU is signed with fire & Safety license that periodically lists the library and fills the gas extinguisher equipments.* Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping library clean is done frequently by library staff. There are 75 desktop computers for students to use it for their study purpose as a part of knowledge resource centre. The sports department of the college is meritorious. The running track is used by students, staff and local community and maintenance of that facility is done with the help of the management. For some indoor games, MoU has been signed with the nearest indoor stadium run by the municipal corporation. A competitive examination centre is established by the college, which helps the students to prepare for competitive examination and the expenses are met by the management and partially by the students.

The management understands the external and internal stake holders of the college uniting the vast campus regularly. Maintaining supporting facilities in the campus requires meticulous system. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities. The institution facilitates 2 computer labs which consist of 75 desktops in general computer lab. The systems are maintained with the help of the hardware technicians of Badawe Computers, Pandharpur, appointed on AMC exclusively for this purpose by the management. The institution possesses spacious classrooms as per the rules and regulations of the affiliation norms of the Solapur University, Solapur which have sufficient fans and LED tube lights and comfortable desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

The department of physical education functions in a separate room. Physical Director looks after at the sports activities of the girls. The college has a large ground which has a separate court for Kabbadi, Volley ball, Kho-Kho, Long Jump and other sports activities. An exclusive estate officer is appointed by the parent institute for overseeing maintenance of Buildings, Classrooms, laboratories and the entire campus. The Principal constitutes a committee with a convener and members at the end semester and they take a stock of the maintenance of infrastructure in the campus. A registrar is maintained in every department to record the stock and the consolidated report is submitted to the superior authorities. The college has its own canteen run by the vendor appointed by the college committee. The rates of food and beverages are finalized after the discussion of the committee and specific instructions are given about the hygiene and quality of the food.