

Nilkantharao Shinde Science & Arts College Bhadrawati Dist.- Chandrapur (M.S.)

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.

Maintenance Policy and Procedure

1. Department in need of repair and maintenance work has to register the complaint in the administrative office giving the details of the maintenance required.
2. Technician visits the site and completes the maintenance as required.
3. Head of the department signs the Job Completion Report.
4. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.

A) Procedure for Utilization of Support facility:

I. Sports facilities:

1. The college can use any of the support facility available with sports departments by making requisition in writing for the same in advance.
2. Upon receipt of the letter the in-charge confirms the availability and the college can make use of the specific facility.

II. Utilization and Maintenance of Laboratories:

1. Procedures for handling various chemical, equipments and instruments are to be followed.
2. Students carefully use main instruments and hazardous chemicals under the supervision of the Teaching or non-teaching faculty.
3. Stock register is to be maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the stock verification committees at the end of the each academic year.
5. Old and outdated equipment, chemicals and instruments should be discarded.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III. Utilization of Library:

1. Every student procure a Library Card by taking admission.
2. This library card can be used for issuing two books every week.
3. Non return of Library book on time will attract the applicable fine.
4. Student can use Journals/ Magazines/Newspapers which is display on notice board.
5. The students and teachers sign in the register upon arrival in the Library.
6. All college students are free to use the central reading rooms available in the library, which are open from 8.00 a.m. to 5.00 p.m.

IV. Utilization of Computer Laboratory:

1. Computers be allotted to department
2. The department of Computer Science maintains all computers and peripherals through IT Infrastructure maintenance committee.
3. All outdated and old computers are disposed through e-waste management system.

V. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. College maintenance committee is given responsibility for the maintenance of class rooms.
3. The college maintenance committee informs the college maintenance head about the requirement of repair /cleanliness.


Dr. L.S. Ladke
PRINCIPAL
N.S. Science & Arts College
Bhadrawati, Dist-Chandrapur

Notice - 1

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All the infrastructure construction and maintenance committee members are hereby inform that meeting of all its member in the start of new session 2022-2023 is to be held on 25/01/2022 at 2.00 pm in the meeting hall of Nilkanteshwar Shinde Science and Arts College, Bhadrawati.

All the respected members are requested to kindly attend the same for infrastructure construction and maintenance propose.

The agenda of the meeting is as follows.

- 1) During this meeting, there is discussion on need of building and electrical repairing and other maintenance this year.
- 2) This year there is need of computer repairing, maintenance of xerox machine, office items purchasing, printing, and stationary items, furniture repairing, and equipments repairing.
- 3) Any other some physical facility and academic facility work which comes on mean time.

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PRINCIPAL

N.S. Science & Arts College
Bhadrawati, Dist-Chandrapur

- 1) Dr. Karthik N. Shinde - Member - ~~MS~~
- 2) Dr. Vishal N. Shinde - Member - ~~MS~~
- 3) Shri Ajay N. Asutkar - Member - ~~MS~~

→ (Name)

Dr. Harshvard V. Harney
Co-ordinator of ICMC

Minutes

- The first meeting of infrastructure construction and maintenance commi. (ICMC) was held on 25/01/2022 at 2.00 pm in the meeting hall of N. S. Shinde science and Arts college, Bhadrawati.

→ Dr. L.S. Ladke, principal, greeted the member on their arrival.

→ Building and electrical repairing, = During this meeting, the discussion on college building and electrical repairing is essential on priority based.

→ Computer repairing, maintenance of xerox machine, office item purchase

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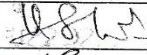
printing and stationary items
furniture repairing and equipments
repairing.

In this meeting the discussion on
computer repairing, maintenance of
xerox machine, purchasing of office
items, printing and stationary items
and furniture repairing and equipment
repairing. For expenses first take
the demand & requirement form
concerning department and send it
to concerning agency for purchasing
through principal.

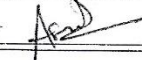
⇒ Physical facility and academic facility
work.

During this meeting, during the
session if some physical and academic
facility work comes which will be
fulfilled with discussing with concerning
department through principal.

- The meeting was attended by following
members.

1) Dr. K. N. Shinde - 

2) Dr. V. N. Shinde - 

3) Ajay H. Asutkar 



(Khosla)

Dr. H. V. Khosla
Co-ordinator
of ICAC.



Dr. L. S. Ladke
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Notice - 2

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All the members of infrastructure construction and maintenance committee (ICTMC) are hereby inform that the second meeting of ICTMC held on 30/03/2023 at 2:00 pm in meeting hall of Yellankhase shinde science and Arts college, Bhadravati, District - Chandrapur. So you all are kindly attend the same for ICTMC.

1) Dr. Kartik N. Shinde - ~~1~~ 1
2) Dr. Vishal N. Shinde - ~~2~~ 2
3) Shri Ajay N. Kuttar - ~~1~~ 1

Minutes -

The meeting of ICTMC held on 30/03/2023 for college physical facility and academic facility work in which college infrastructure and maintenance is required and the agenda is fulfil during the 2022-2023 session and which is taken on agenda is as follows:

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Bhadravati, Dist-Chandrapur

Action taken report

- 1) Building repairing and electrical repairing is completed during the session.
- 2) computer repairing, maintenance of xerox machine, office items purchasing, printing and stationary items purchasing and completed.
- 3) physical facility and academic facility like advertise expenses, audit-fees, bank charges, exam expenses, sound system, news paper expenses, transportation expenses and travelling expenses completed.

- 1) Dr. Kastur N. Shinde - ~~HSI~~
- 2) Dr. Vishal N. Shinde - ~~HSI~~
- 3) Shri Ajay N. Asuttar - ~~HSI~~

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Harvey
 Dr. Harshad V. Harvey
 Co-ordinator of I.C.C.

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