

**K. P. G. Arts, Commerce & Science College, Igatpuri, Dist. Nashik**

**Procedures and policies for maintaining and utilizing physical, academic and support facilities in the college are as follows...**

- Most of the decision regarding maintenance and the upkeep of infrastructure facilities has been taken centrally by the MVP Samaj.
- Based on the need assessment for maintenance of equipment, furniture, laboratories and classrooms provisions are optimally made.
- Principal informs the departments about funds available for different purposes.
- Annual maintenance contract arranged and for a few equipment's breakdown call arrangements are optimal use of the resources.
- Day to day works are carried out by staff appointed for cleaning and maintaining the building.
- Maintenance work of the newly installed infrastructural facilities is done by respective supplier/agencies or service providers.
- Maintenance of bathrooms, service areas and security is done on contractual basis Non Teaching staff are appointed for maintenance of physical infrastructure. (Buildings, water supply, power supply and supervision).
- ITI's college, Nasik of parent institute has the responsibilities of providing the furniture and maintaining them.
- The separate Non teaching staffs are appointed for all science departments for maintaining the furniture, equipment's, and chemicals and glassware's.
- Budget allocation to various departments made at the beginning of the financial year considering their requirement for a few equipment, breakdown call arrangements are made for optimal the resources.

- The College uses its funds in the best possible maintenance according to the allotted budget, Heads of the Departments invite teachers to discuss the requirement of equipment, Chemicals/glass wares, furniture, books, and after discussion the orders are placed to the suppliers which are nominated by the parent institute.
- The budget allocation is also done for various activities like sports, library, student activities, etc.
- In order to the best utilization of funds, the college undergoes an audit check event.
- The budget sanction is obtained from the LMC.
- The publisher's catalogue periodically circulated to all departments to purchase new books. Books recommended by the teachers are purchased through the publishers and suppliers nominated by the parent institution.
- Newspapers: Daily News Papers (Lokmat, Loksatta, Sakal, Deshdoot, PunyaNagri, Divya Marathi and Times of India) and weeklies are made available.
- Books on General Knowledge, Various Competitive Examinations, and Year Books are purchased every year for updating knowledge of teachers and students.