



Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Administrative office: The administrative office is a ground level step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the principal.

Purchase committee: The purchase committee headed by a senior faculty takes an annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the principal. In these meetings, priorities are fixed, and important decisions are referred to the LMC/CDC meetings. After receiving permissions from IQAC and LMC / CDC committees, the purchase or maintenance expenses are utilized as per the predetermined procedures. Local Management Committee/College Development Committee: LMC/ CDC monitors overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned in the meetings. The requirements of large expenses are sent to the parent institute for approval and funding. The college has appointed the technical staffs for ICT facility maintenance and up-gradation.

It is the policy of the parent institute to recruit the support staff having mechanical and technical skills of certain kinds.

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. For major problems, the college has AMC with the local service provider.
4. The support staff having technical and mechanical skills look after the day to day maintenance of infrastructure.


IQAC
Co-ordinator
Maratha Vidya Prasarak Samaj's
Arts and Commerce College,
Taharabad, Tal. Baglan, Dist. Nashik


Principal
Maratha Vidya Prasarak Samaj's
Arts and Commerce College
Taharabad Tal. Baglan Dist. Nashik