

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 Old and outdated equipment, chemicals and instruments should be discarded.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 All outdated and old computers are disposed through e-waste management system.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

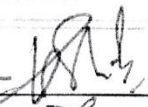

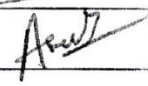
Notice -1

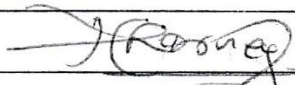
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All the Infrastructure Construction and Maintenance Committee members are hereby informed that meeting of all its member in the start of new session 2023-2024 is to be held on 21/06/2024 at 2:00 pm in the meeting hall of Nilkamthara Shinde Science and Arts College, Bhadravati.

All the respected members are requested to kindly attend the same for Infrastructure construction and maintenance purpose.

- 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 stationery items, furniture repairing and equipment repairing.
 - 3) Any other some physical facility and academic facility work which comes in mean time.

- 1) Dr. Kartik N. Shinde - Member - 
- 2) Dr. Vishal N. Shinde - Member - 
- 3) Shri Ajay H. Asutkar - Member - 


 Dr. N.V. Harney
 Co-ordinator of ICMC

Minutes

1. The first meeting of infrastructure construction and maintenance committee (ICMC) was held on 24/06/2024 at 2:00 pm in the meeting hall of Villantirad Shinde Science and Arts college, Bhadgaon. 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 purchasing, 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 stationery items and furniture repairing and equipment repairing. For expenses first take the demand of requirement from concerning department and sent it to concerning agency for purchasing through principal.

2) Physical facility and academic facility work. -

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

- The meeting was attended by following members.

1) Dr. K. N. Shinde -

2) Dr. V. H. Shinde -

3) Smt. A. N. Asutkar -

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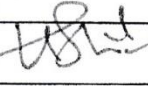

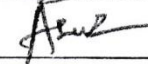
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(Dr. V. H. Shinde)
Co-ordinator

Notice-2

All the members of Infrastructure Construction and Maintenance Committee (ICMC) are hereby informed that the second meeting of ICMC held on 30/03/2024 at 2.00 pm in meeting hall of Yilkantrao Shinde Science and Arts college, Bhadravati District-Chandrapur, so you all are kindly attend the same for ICMC.

Dr. Karik N. Shinde - Member - 
 Dr. Vishal N. Shinde - Member - 
 Shri Ajay N. Asutkar - Member - 

Minutes -

The meeting of ICMC held on 30/03/2024 for college physical facility and academic facility work in which college Infrastructure and maintenance is required and the agenda is fulfil during the 2023-24 session and which is taken on agenda is as follows.

Action Taken Report

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

- 1) Dr. Kartik N. Shinde - KS
- 2) Dr. Vidya N. Shinde - KS
- 3) Shri Ajay N. Asutkar - KS

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

Harney
(Dr. N.V. Harney)
co-ordinator of ICMC