



“Dissemination of Education through Knowledge, Science and Culture”

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Santha's

**RAJE RAMRAO MAHAVIDYALAYA JATH,  
DIST- SANGLI**

**416 404 (Maharashtra) Phone No: (02344)246251**

(Affiliated to Shivaji University, Kolhapur)

NAAC Reaccredited **B** with CGPA **2.30** AISHE:**C11191**

College email Id :rajeramrao@gmail.com

College Website :www.rcollege.org

**Internal Quality Assurance Cell (IQAC)**

**Procedure and Policies for  
Maintaining and Utilizing  
Physical, Academic and  
Support Facilities**

The college has well established system and procedure for maintaining and utilization of physical, academic and support facilities. For optimal utilization of infrastructure, physical and academic facility the college run in two shifts. In morning session UG Arts and Commerce and in afternoon session all PG courses and UG Science as well as certificate courses are conducted. The infrastructure is also made available for government and non government agencies for the social welfare activities. For the maintenance of these facilities, a systematic policy is adopted through making budgetary provision and subjected approval of College Development Committee.

Physical facilities related maintenance is done regularly as per requirement. The College has Botanical garden maintained by Gardener. Washrooms are maintained by sweeper. Various equipments like generator, vending machine, inverter, water purifier, fire extinguisher, CCTV etc. are available. Maintenance is made by college as and when required. All equipments are maintained by respective technicians. Gardener, sweeper and technicians work on need based payment.

The college has made available modern teaching aids like LCD projectors. Xerox machines, cameras, public address systems, software required for academics are made available. For the maintenance of these equipments, we hire local service provider on need basis.

### ❖ **Maintenance Policy and Procedure:**

- Department in need of repair and maintenance work has to register the complaint administrative office giving the details of the maintenance required.
- Technician visits the site and completes the maintenance as required.
- Head of the department signs the job Completion Report.
- Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
- The college has Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library.

## ❖ **Procedure for Utilization of Support facility:**

### ➤ **Utilization and maintenance of Sports facility:**

- The student can use any of the support facility available in gymkhana by making a requisition in writing for the same in advance.
- Upon receipt of the letter the Physical Director confirms the availability and the department/college can make use of the specific facility.

### ➤ **Utilization and maintenance of Laboratories:**

- Separate Laboratories are to be allotted for classes based on a college timetable.
- Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed
- Dead Stock register is to be maintained and updated regularly.
- Dead Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.
- Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
- Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

### ➤ **Utilization and Maintenance of Library:**

All security measures are taken as per rules of library science. The library is insured. A fire extinguisher system is available in the central library. We follow open access system. For the security reason, we maintain property counter. Book Binding is done as per need to the books and back volumes annually.

- Every student must procure a Library Card within after taking admission.
- This library card can be used for issuing two books given every week.
- Non return of Library book within given time will attract the applicable fine.
- Every student can access online journals and magazines through computer terminals available in the E Library.
- The student must sign in the register upon arrival in the E –Library.

- Students can access the books available on the college intranet server from any computer terminal in the college campus.
- All college students are free to use the central reading rooms available in the campus, which are open from 8.00 a.m. to 08.00 p.m.

➤ **Utilization of Computer Laboratory:**

Computers, printers, Scanners Computer software and hardware are maintained as per requirement. Office automation software is covered under AMC, Antivirus is updated regularly.

- All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.
- E-Library time table is made to identify vacant time slots to ensure optimum utilization.
- The department of Computer Science maintains all computers and peripherals.
- All outdated and old computers are disposed through Vision Computer Services, Tasgaon.
- All new requirements of computers are processed through Department of Computer Science.

➤ **Utilization and Maintenance of Class Rooms:**

Class rooms are well maintained and kept neat and clean by our college employees. Electricity material and furniture are maintained as the local service providers are hired as per requirement.

- Classrooms are allotted as per the student strength of each class.
- Responsibility for the maintenance of class room is given to HoD's.
- The in charge teacher informs the college maintenance head about the requirement of repair/cleanliness.

Dr. Shivaji R. Kulal  
Coordinator, IQAC

Prof. Dr. Suresh S. Patil  
Principal