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

College has a defined system for maintenance and purchase of equipment in the campus. Departments and admin sections have to prepare their requirements along with proposed budget for the item and submit it to the principal for approval. IQAC also prepare its plan for respective departments and plans for college of its own in the light of required activity of programme (course) in the college. During last 10-12 years College has developed its infrastructure by the UCG grants under various heads. In the light of major purchases and maintenance a budgetary provisions is made in the College Annual Budget of the college by the Budget Committee by looking into the requirements from all the departments and sections.

Building infrastructure:

On the basis of suggestions from staff council / IQAC/ College Management repair or extension of building i.e. lavatory, ground, classrooms, Computer Laboratories, admin section, conference hall, etc. is undertaken. Such maintenance is approved by College Management. Classroom lavatory maintenance is undertaken in the summer/ winter vacations to avoid the inconvenience to the students.

Electronic Equipment (Computer/Printers/ CCTV/ Xerox machines, etc:

As per the requirement of purchase or maintenance, departments are asked to submit the requisite in the format to the principal. College has already hired services from a private firm to look after all computer and electronics related maintenance in the college round the year. Major purchases are done by Tender process by publishing corrigendum.

Electrical Maintenance:

Electrical maintenance is also done as electronic maintenance. For electrical repair and fixtures, college hired a service from a local serviceman who gives services round the year.

Carpentry works:

All carpentry works are done in the vacations. Broken inventory is gathered from different sections and departments and repaired to save expenditure on purchases.

Library:

College Central Library has library Committee involving teachers and IQAC coordinator. Departments are asked to submit the requirements of Text Books, curriculum related books, reference books and journals, etc. All such requirements are put before the meetings of the committee, passed for purchases and sent to Principal for approval. Approved list of books later send to the publishers and local book stores to purchase. Sometimes outstation reputed publisher visited college. The representatives of the publishing house then are asked to visit the HoDs of the departments. The HoDs selected some books from these publishers according to their needs and submit it to the Library Committee for purchase. Same process of approval is followed. Repair works and all library works planned in the beginning of the session, approval for financial expenditure from principal is taken and implemented.

Sports Department Gymnasium:

College has independent sports department, extended Gymnasium and outdoor sports ground. HoD of the department gets the requirement for the department approved from the principal to purchase or for maintenance. Major purchases approved in the management meeting by the principal.