

Procedures and Policies for maintaining and utilizing Physical and Academic support facilities

1. Introduction

Varvand Gram Shiksan Sanstha is established in 1993 with Arts and Science Faculty henceforth the institution has tried to maintain the physical and academic facility in proper manner. Our institution chocked out the plan to segregate the work of cleanliness into two major stages one is utilization physical infrastructure by implementing proper schedule.

2. Laboratory Maintenance

It comes under the physical and academic facilities for UG and PG both. The separate employee (fourth class) have been assigned job as per the schedule of the laboratories. The schedule is prepared by the college and the concern departments and circulated to the concerns. The science laboratories are maintained and up graded by the external agency like Oswal Scientific pune.

3. Computers Maintenance

The maintenances and up gradation of the laboratories are being hired & MOU is signed with external agencies and the AMC for computer laboratory is given to Microtech Computers, kedgaon. Electric fittings are regularly checked and replaced whenever necessary by the two electricians appointed in the college. They are always on their rounds to check electric fittings and promptly attend to all staff whenever there is a need for their services. There is one computer technicians who look after the work of proper functioning of computers, printers and servers. Technicians are called for repairs of LCD, computers, laboratory equipment's and apparatuses.

4. Sports Complex

The college takes necessary care and precaution towards the maintenance of its infrastructure, facilities and equipment.

5. Class Rooms and Infrastructure

The Principal of college proposes extension, construction and renovation of the existing facilities of equipment and other infrastructural facilities. It is mainly done by keeping in

view the addition in courses and number of students. To make optimum use of the existing infrastructure for teaching and learning, time table of UG and PG is designed in a systematic way. Institution keeps record of all kinds of curricular and co-curricular changes and up gradation in academic aspects. Accordingly, it allocates financial resources to strengthen the activities and their continuity is taken care of. College has technical support staff for maintenance and upkeep of facilities like furniture, computers and certain types of equipments. Services for maintenance of building, certain equipment, ground, campus, etc are outsourced. Water and drainage line are regularly maintained. Cleaning work at college is outsourced and a team of volunteers including staff undertake the work of cleanliness of the campus early in the morning, afternoon and in the evening. Two Plumbers and a building supervisor look after building maintenance and sanitation facilities. Color and patching of the college premises is undertaken on an annual basis. Furniture including benches, desks, tables, cupboards and chairs are repaired and some are replaced by two permanent carpenters appointed by the college. Management has also appointed a gardener