**Procedures and Policies for Maintenance**

College has established systematic procedures and policies for maintaining and utilizing physical, academic and support facilities like laboratories, library, sport complex, computers, classrooms, etc.

* For smooth functioning and maintaining of overall physical and academic facility, college has constituted Maintenance Committee, comprising of five members headed by the Convener Dr (Mrs.) K. C. Kulkarni. This committee regularly conducts meetings to identify the areas where maintenance is required. Committee prepares the report and submits to the Principal. Finally Principal put forth this report in College Development Committee meeting and then appropriate action is taken.

**Maintenance Committee**

Dr. K.C. Kulkarni –Convenor

1. Dr. R.K. Mor- Member
2. Shri R.A. Bhalekar - Member
3. Shri E. R. Murkute – Member
4. Shri R. G. Bais (Engineer)- Member
* A Budget is prepared well before the beginning of financial year wherein provision for adequate fund is made. The allotted budget is systematically utilized for the maintenance of physical and academic facilities.
* For the maintenance of website, AMC has been signed with Fusion Technology, Nagpur.
* For Purified Water AMC has been signed with Orenus, Wardha
* For software like, CLOUD Based ERP solution AMC has been signed with Master software, Nagpur.

 **YESHWANT MAHAVIDYALAYA, WARDHA**

**NOTICE**

 All the members of maintenance committee are hereby requested to attend the meeting on Monday , 7th January 2019 at 12.00 noon in Principal office to discuss the following agenda;

1. To prepare budget
2. To discuss about the maintenance of physical and academic facilities
3. To renew AMC
4. To introduce new software

 Dr. K.C.Kulkarni

Date : 5-01-2019

Copy to :

**Maintenance Committee**

1. Dr. K.C. Kulkarni –Convenor
2. Dr. R.K. Mor- Member
3. Shri R.A. Bhalekar - Member
4. Shri E. R. Murkute – Member
5. Shri R. G. Bais (Engineer)- Member

**YESHWANT MAHAVIDYALAYA, WARDHA**

**Minutes of meeting and action taken report of Maintenance committee**

Minutes of meeting of maintenance committee held in the office of the principal on January 7 2019 at 12 noon:

Following members were present: Dr. K.C. Kulkarni –Convenor,Dr. R.K. Mor- Member,Shri R.A. Bhalekar – Member,Shri E. R. Murkute – Member Shri R. G. Bias (Engineer)- Member. The meeting commenced at 12 noon with principal Dr.V.A.Deshmukh in the chair.

1. Principal Sir discussed about provision of fund for maintenance.
2. Construction of New classrooms for the department of law, music and sports were planned and discussed with Mr. Bais.
3. Outsourcing of AMC of website and water purifier was proposed
4. Dr Sidurkar suggested to handover AMC of software to Master Software Nagpur

**Action taken report**

* A Budget is prepared well before the beginning of financial year wherein provision for adequate fund is made. The allotted budget is systematically utilized for the maintenance of physical and academic facilities.
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 **Dr.K.C.Kulkarni**