**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.

A library budget is granted to all departments every academic session. The HODs submit the requirements of books which are duly approved by the Principal. The Library Committee meets periodically to review the needs of the library.To ensure return of books, no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out/resolved by the Library Committee.

A record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HODs of the concerned departments. The instruments and equipments used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments The Stock entries are updated annually and crosschecked regularly in year ending by Principal. There is systematic disposal of waste of all types such as bio-degradable /chemical or e-waste.

The College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other necessities. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

Computer maintenance through AMC is done regularly by the college staff and repairable systems are disposed off. Software and Hardware are periodically reviewed and upgraded as per requirement. The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service providers. The College website is maintained and updated regularly through AMC.

The College has its own sports ground that is maintained and upgraded regularly w the help of ground staff and other agencies. The Basket Ball Court, Tennis Court, Gymnasium and Indoor facility is maintained by the ground staff.

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 , 20 January , 2020 at 11.30a.m. 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
5. To purchase gymnasium equipment.

  
 Dr. K.C.Kulkarni

Date : 20-1-2020

Copy to :

**Maintenance Committee**

1. Dr. K.C. Kulkarni –Convenor
2. Dr .A.Sidhurkar- 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 20 2020 at 11.30 a.m.:

Following members were present: Dr. K.C. Kulkarni –Convenor,Dr..A.Sidhurkar Member,Shri R.A. Bhalekar – Member,Shri E. R. Murkute – Member Shri R. G. Bias (Engineer)- Member. The meeting commenced at 11.30 a.m. 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
5. Purchase order for gymnasium was put forward for approved.

**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.
* 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
* Purchase order for gymnasium was approved.



**Dr.K.C.Kulkarni**