



Metric No. 4.4.2.

Response:

The college offers two undergraduate and two post-graduate programs in Arts and Commerce Streams. These streams require books and journals instead of equipment, instruments, apparatus, and chemicals.

The Librarian procures the books and journals on the teachers' demands and the Principal's final sanction. He takes care and initiative for proper maintenance of the Library with the support of the other staff appointed for the library work.

The Director of Physical Education prepares a list of the items required for the sports events as per the university rules and regulations. He takes proper care of repairs and maintenance of the sports equipment.

The office Superintendent takes care of the purchases of office stationery, benches, desks, computers, printers, xerox machines, and internet facilities.

The academic heads submit their requirement to the office Superintendent and superintendent, obtain proper approval from the Principal, and place the orders to the identified vendors.

By considering the college requirement annually, the college has developed a system, structure, and procedure for maintaining and utilizing physical infrastructure and academic support facilities. There is a common follow-up mechanism for maintenance and upkeep to set standardized care and utilization procedure for resources and achieve timely up-gradation, replenishment, repairing, and replacing the resources and services.

The college has followed the mechanism as shown below.

The non-teaching staff, in consultation with the Principal, takes day-to-day maintenance and care. The Principal immediately sanctions the absolute and essential requirements of minor expenses of maintenance or replacements. The costly equipment purchases plan discusses in the Governing Council meeting. After their proper approval, sanctioned equipment is purchased.

The cleaning of premises, classrooms, and grounds, open spaces is done by appointed non-teaching staff and maidservants. They maintain all classrooms, washrooms, and college premises regularly.

The non-teaching staff has technical and mechanical skills to look after the day-to-day maintenance of infrastructure.

Students carefully use main instruments and hazardous chemicals under the supervision of the teaching faculty and lab assistants.

Fire extinguishers are placed in appropriate places, and they are refilled periodically.

The Librarian and Attendants maintain the Library and books and office documents preservation, and periodic pest control is carried out.



An external electrician takes care of electric fittings and wiring periodically.

Stock verification, such as electrical lab instruments, library books, stationery, furniture, and sports equipment, is done yearly.

For drinking water supply, the college has installed water purifiers and coolers maintained by the non-teaching staff.

The instrument supplier maintains the instruments and equipment during the warranty period. The gymnasium, indoor sports facilities, outdoor sports courts, and PlayGround are carried under the supervision of the Director of Physical Education.

(IQAC CO-ORDINATOR)

Principal

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