



## MAINTENANCE POLICY

The college is continuously involved in procuring equipments and upgrading the infrastructure. Maintaining this infrastructure in proper condition is very essential for smooth functioning of administrative and academic work of the college. The college has entrusted the responsibility of maintaining the infrastructure to the concerned sections.

### 1. Building Repairs & Maintenance

Construction and Maintenance unit of the K. K. Wagh Education Society takes care of maintenance of all buildings in the campus. This includes civil work modifications, repairing and maintenance of building and internal roads, plumbing, colouring etc. The contractors are appointed for the execution of major works. The miscellaneous repairing and maintenance work is carried out in house. An external agency is hired for cleaning of all water tanks periodically. The concerned committee members monitor housekeeping and cleaning of water tanks and sanitary blocks.

### 2. Repairs & Maintenance of Computing Equipment

The laboratory assistants of Computer Science Department carry out the maintenance of computer systems regularly. If the issue is not resolved at department level then it is referred to the vendor. All computers in the college premises have been connected by LAN. The laboratory assistants of the Computer Science department maintain the firewall, LAN connectivity, and campus internet connectivity throughout the college.

- The software installation, upgradation, maintenance of hardware and ICT facilities is done by the department of Computer Science through Minitex System(I) Pvt. Ltd. Nashik.
- The machines are formatted and updated with operating system, antivirus and other software timely.
- The UPS battery backup system is supplied to each computer.
- The maintenance of the printer refilling, Xerox machine repairing and computer is done by hiring external agency.
- The peon keeps the laboratories neat and clean.
- The blowers are used to remove dust from the computers.

**Maintenance of College Website:** The department of Computer Science updates the college website through Shri. Atul Shinde, proprietor, Fortune Services Software Development regularly.

### 3. & Maintenance and Repairs of Electrical Equipments

For the maintenance and repairing of electrical equipments a separate electrician has been appointed in the campus. The Electronic Lab has a lab assistant for the proper maintenance of the equipments. The services of external agencies are hired for major and critical troubleshooting. The fire safety equipment is installed in every department and is annually refilled. Maintenance of the water coolers and purifiers is carried out from time to time. Generator is available for uninterrupted electrical supply.

#### 4. Library Utilization and Maintenance:

The library provides open access to all users. The library makes available different newspapers in Marathi and English. The librarian shoulders various responsibilities like purchase reference books and text books, journals, periodicals as per annual budget etc.

Monthly cleaning of books & racks is done to preserve them. Binding of library books, journals, question papers, bound volumes are done as per the requirement. The record of issuing and return is digitally recorded. The barcode system is also provided. The stock verification is done by a committee appointed by the parent institute. The librarian seeks recommendations from the departments to purchase necessary books. The library uses "Library Manager Software" for automation of the library and also provides e-library facility to students & staff. Online access to e-journals, e-books is provided.

#### 5. Sports Utilization and Maintenance

The sports department operates as specified in the course curriculum with a desired area. In order to ensure smooth functioning of the sport facilities, following procedure is followed:

- We have a spacious Gymnasium and a large play-ground which are well maintained and used optimally.
- The major maintenance work of the playground is done through the Civil department of the parent institute whereas the in house maintenance is done through two gardeners.
- Gymnasium is utilized for playing indoor games such as chess, boxing and carom etc. outdoor games such as football, basketball, volleyball and cricket.
- Students, faculty and staff must carry their ID card to utilize the facilities of the sports with proper log book entry, as applicable.

#### 6. Maintenance and Utilization of Classrooms


The college has 18 Classrooms and one seminar hall which are utilized for teaching and other academic purposes.

The duty of cleaning the classroom is assigned to class IV staff. Electric boards and fans are maintained by the electricians on the campus. Departmental activities such as guest lectures and seminars are conducted in the Seminar Hall and the classrooms.

#### Other Miscellaneous maintenance

- The college has appointed two gardeners for the maintenance of garden and plants in the premises.
- The toilet blocks are maintained by sweepers appointed by the institute.
- The college successfully runs Earn and Learn scheme and it helps in maintaining and cleaning the college campus, sports ground, botanical garden, library etc.
- The Chandori Grampalika also helps in housekeeping and maintaining cleanliness in the campus.



  
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