

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. **Computer:** the institute has 80 computers used by administration, library, teachers, director and computer lab. The maintenance of these computers is done on Annual Maintenance Contract (AMC) basis. The work of AMC is assigned to Aditya Computers, Miraj at a cost of Rs. 75000.00 per annum. This contract includes maintenance of computers, cleaning, software up gradation and compliance of calls for repairs. For this a register is maintained by lab assistants. All computers are connected by internet facility and battery backup. All the computers are covered under insurance policy and yearly premium is paid centrally by Deccan Education Society.
2. **Copier Machines:** Presently the institute has two Canon make two Photo copier machines. The latest Canon printer is iR2004N with wireless printing, touch panel, print speed of 22 PPM, ID card Copying, Duplex Printing, Network Scan and Print and A3 Monochrome printing. AMC of this machine is assigned with Gajaraj Systems Sangli at a cost of Rs.5000 p.a. Toner is usually changed after 1000-1200 copies.
3. **Telephone cleaning charges:** There are 10 telephone sets in the institute. These sets are cleaned twice in a month. This work is assigned to Shri. A.R. Ghadge, Miraj. He is paid Rs.8000 pa for this service.
4. **Printer:** There are 06 printers in various departments of the institute. AMC of printer is covered under AMC of computers. Toners of these printers are replaced as per the consumption.
5. **Repairs to buildings:** Every year there is a provision of Rs. 25000 in the budget for minor repairs such as plumbing, bore-well, repairs to furniture and fittings etc. This work is entrusted with class 4 employees and done in-house. As far as the major repairs there is a specific procedure to be followed by institute. This includes preparation of estimates from junior engineer, passing resolutions by college development committee, Regional Office, Estate Committee, Finance Committee, and Governing Body. On completion of this procedure the work is carried out by Regional Office at Sangli.
6. **Furniture and electric equipment:** Furniture includes benches, tables, chairs, cupboards, filling cabinets, book racks, etc. The work of maintenance and minor repairs is assigned to class 4 employees. The procedure for major repairs is as per the repairs to

building. Annual budget for minor repairs to furniture and electric equipment and dead stock is Rs.150000

7. **Library:** Proper care of the library is taken ensuring physical collection so as to maintain ease in accessibility and maintenance. The library collections are arranged according to the subject using the DEWY DECIMAL classification. Each subject is represented by classification number. All collections are continuously up dated like books, periodicals, journals and students' project report. Older journals and project reports are stored in the archive. The stacks are presentable and organized. Repair and rebinding of damaged documents is done to the extent possible. Rebinding of books and documents is carried out by an external binder. Annual budget of Rs. 20000 is allocated towards binding of books. The vacuum cleaning is necessarily done on regular basis for the hygiene of our books to protect against silver fish, rats, termites etc. Stock verification is done every year in the month of June.
8. **Gymkhana:** Gymkhana facilities are shared with Willingdon College and Chintamanrao College of Commerce on same campus. This includes two play grounds, two pavilions, badminton court, tennis court, basket-ball, cricket ground etc. the maintenance and cleaning work is assigned with class 4 employees of respective units. Institute purchases sports material required for Zonal Tournaments as well as inter- collegiate sports event. For this budget of Rs. 60000 is provided by institute. Sports equipment such as Cricket Kit, Badminton kit, carom board, foot- ball kit, volley ball etc. is purchased and maintained by the institute. Institute also provides sports uniform to players.
9. **Software:** Institute has licensed copies of application software(80 copies), system software (80 copies), anti-virus (80 copies) Tally, TDS, library software, C++, shreelipi, etc. Institute spends Rs.200000 on software up-gradation. Recently institute has implemented ERP system at all the terminals and units all the society.