

**ARTS & COMMERCE COLLEGE, WARVAT BAKAL DIST- BULDANA**

**INSTITUTIONAL PROCEDURES AND POLICIES**

*(for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.)*

The procedures and policies established by college for maintenance and utilization of physical, academic and support facilities available in college are as follows:

- The laboratories are maintained by the attendants under the supervision of Heads of the respective Departments.
- Laboratory Assistant in consultation with Heads of the respective Departments processes the maintenance of equipments, chemicals, glassware and other necessary utensils as per the budget allocated. On time maintenance is getting approved time to time by the Principal.
- The college Librarian observes the maintenance of the Central Library.
- The Teacher-in-charge of the computer department along with the office attendant work through an annual maintenance contract (AMC) with the firm Parth Computers, Jalgaon Jamod for the Departmental maintenance and ICT equipment.
- There is systematic work allotment between the class four employees to maintain the cleanliness of the classrooms and other campus of institute which is supervised by the Head Clerk.
- There is annual maintenance contract (AMC) with Mr. Bhagavan Bhople, Warvat Bakal to maintain and update electrical and plumbing components of the campus time to time.
- Other timely maintenance is done by the office. The scrap is disposed off through timely methods.



Dr. Jagannath Chaudhari  
Principal