

D.B.F. DAYANAND COLLEGE OF ARTS AND SCIENCE, SOLAPUR

IQAC



POLICY AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of Science Laboratories

- Proper maintenance of equipments is important to avoid laboratory contamination, hazards and to take care of the safety of stakeholders working in it. Maintenance is generally one of the most expensive operating costs in the laboratory budget.
- To keep the instruments in working condition, maintenance and servicing is done by Laboratory Assistants and Laboratory Attendants.
- Stock taking of equipments is done at the end of every academic year.

Maintenance of Computer Laboratories

The maintenance of computer laboratory is carried out in the following manner:

- Cleaning of the computer lab is regularly done by the peons. Dust cleaning is done with vacuum cleaner.
- Software installation is done as per the requirements of the departments. Machines are formatted and installed or updated with operating system, antivirus and other software timely by the teaching staff and the lab assistants.
- The basic hardware repairing and maintenance is done by the college staff and major repairing of computer machine is outsourced.
- The UPS battery charging is done from the supplier.

Maintenance for sports complex:

- The running track and overall maintenance of the Gymnasium Complex is done by Class-IV staff allotted to the Gymnasium.
- In some cases minor repair work of indoor stadium is looked upon by technical staff of the college.



- Ground surface cleaning is done regularly by peons and students from NSS, NCC and sports persons.

Maintenance of library:

- Use of appropriate chemicals protects books from bookworms, silverfish, white ant, termites and cockroaches.
- For maintenance and safety of library collection closed access is used.
- Open access is practiced for the postgraduate and research students and the teachers.
- Yearly binding of books is done.
- There is a separate book binding section in the library.
- Minor maintenance of books like pasting of pages etc. is done in the library itself.
- For the rare and ancient books a special cloth binding or leather binding is done.
- Library is under 24 hrs CCTV Surveillance.

Utilization of Physical, Academic and Support facilities:

- The running track and the outdoor facilities are made available to local people free of charge.
- Sport ground is used by NCC cadets for their parades as per their schedule.
- The college garden is maintained by the gardener and the students.
- College has closed parking areas with security to prevent theft and mischievous activities.
- College authority has given security contract for monitoring and controlling college premises.
- The college has provided canteen facility to employees and students in the campus at reasonable rates.
- Every stakeholder considers the maintenance of college campus as an important part of his/her moral duty.



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