



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

Maintenance of Network Infrastructure & IT Support: Maintenance of computing facilities, other IT support, LCD projectors and CCTV cameras maintenance is done by outsourcing.

- **Maintenance of Physical Facilities-** Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus to provide a pleasant learning environment. Classrooms, Staffrooms, Seminar halls, Laboratories, etc., are cleaned and maintained regularly by non-teaching staff assigned for each floor. Washrooms are well maintained. Dustbins are placed on every floor. NSS also takes an active part in keeping the campus clean and the college has appropriate systems and procedures for maintaining and utilizing physical, academic and support facilities.
- **Maintenance of the library-** Library committee maintains the existing books and decides to buy new books as per the allocation of funds and demand for the books provided by the departments through HoDs. Major decisions regarding the purchase of books, services are taken in the Library Committee meeting. The library staff is responsible for the maintenance of library resources. The bookshelves are periodically cleaned and fumigated. Proper pest management is done to minimize the problems caused by insects. Library is Automated and SOUL software is used for the Automation of Library.
- **Maintenance of Sport facility-** The College Director of Physical Education maintains the Sports and Gymnasium maintenance of the sports and fitness types of equipment. In addition, the maintenance playgrounds is done during the summer/winter break with the help of multi-tasking staff.
- **Maintenance of Laboratory** -As a policy, the faculty members and laboratory staff and other service personnel are given responsibility to maintain the equipment under their supervision and report to their respective department Heads/Administrative head. Maintenance and utilization reports are submitted periodically. Care/maintenance of the Equipment in the Laboratory is carried out by external agencies whenever required.

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