

BRIJLAL BIYANI SCIENCE COLLEGE AMRAVATI

Procedure and Policy for Maintenance of Physical and Academic Support Facilities

The college has adopted the all-inclusive, time- tested and transparent mechanism in view of implementing the policies and procedures for maintaining and utilizing the physical, academic and support facilities in the college. For this the College is adopting following Procedure and Policies:

- The College every year makes budgetary provisions for the enhancement and augmentation of the college infrastructure including laboratory equipments with approval of the Governing Body.
- Maintenance and upkeep of the infrastructure facilities and equipments is done under the committee chaired by the Principal with induction of Professor In-charge and superintendent.
- The suggestion or complaint arising on infrastructural facilities coming directly from students are given priority in upkeeping the infrastructures facilities.
- Library Advisory Committee is constituted for planning and implementation of quality initiatives. The Librarian, acts as a co-coordinator of the Advisory Committee and gathers the requirements of books from students, teachers and other library uses.
- The list of books is get approved by the Principal and purchases have been made through the transparent purchasing mechanism.
- The Library issues Smart Identity Card to all students. The books are issued by electronic scanning.
- The College has established Annual Maintenance Contacts (AMC) with reputed firms/ service providers to maintain the modern technology tools and facilities such as internet, computers, college website, Reprographic Machines, high utility software etc.
- The college in future decided to adopt breakdown mechanism for maintenance of computers and it's peripheral.
- The Administrative office, sports and library facilities are also augmented every year as per the genuine requirements in view of making them more effective and efficient in deliverance of their respective services to the students.
- Regarding utilization of infrastructure by all stake holders the policy of utilization are declared for utilizing physical, academic and support facility, laboratory, library, sports facility through the college prospectus and display boards.
- For Classroom maintenance sweepers are appointed to keep the Classrooms neat and clean.
- A committee named 'Infrastructure caring Committee' is constituted to maintain infrastructure up-to-date and its optimum utilization.
- Lead students and stream leaders are given responsibility to report on infrastructural issues.
- At the end of every year stock verification is done with HoD as an internal verifier and a senior faculty member from other Department as an external member for stock verification to know the current status of all equipments in the Department.
- The stock verification Committee suggests new measures of maintenance every year.

Principal

Brijlal Biyani Science College, Amravati