

P.E.S's
Modern College of Arts, Science and Commerce
 Ganeshkhind, Pune 16

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.		
	Policies for Maintenance Utilization	Policies for Maintenance Utilization
Physical facility		
Class rooms	<p>Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students.</p> <p>Some of the class rooms are provided with the electricity generated by hybrid wind and solar plant present in college campus. Regular cleaning is outsourced for maintenance of buildings and other facilities. Looking at volume of work some conservancy work is allotted to support staff. Regular monitoring of electrical and fixtures is done and repaired.</p>	<p>Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. College is conducted in two sessions.</p>
Academic facility		
Laboratory	<p>Annual maintenance contract is done for high grade instruments. Stabilizers are used for instruments .Regular servicing and maintenance is carried out for the instruments. Calibrations of instruments is done. Service engineers from manufacturing companies are called for the repairs if available. Comparative statements are made from quotations taken from different agencies for the repair, and one who can give effective service is given the work.</p>	<p>Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in morning, afternoon and evening sessions for maximum utilization of laboratory space.</p>
Library	<p>Annual maintenance contracts are done for the software used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners. Pest control</p>	<p>Library is made fully automated. Computerized issuing and returning of books is done so as to save time.</p> <p>Book exhibitions are conducted in the library and books suggested by staff members are included in the library .Open access is given</p>

	<p>is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are centrally repaired as per the requirement.</p>	<p>to students to the books so as to have effective referencing and exploring Of new books related to subjects. Special reading room facility and Computers are provided for access to e- content .Library staff conducts orientation and information literacy programs to educate patrons. New arrivals are exhibited on board and screens. Library is kept open in long vacations for the benefits of the students. Qualified staff is appointed in library to guide and help students. Separate computer is provided to student for book search. Social platform is used to notify about the current updates of library. Flip class room was used to educate patrons online through tutorials and videos prepared.</p>
Computers	<p>Maintenance and support are carried out by Excel IT services Pvt. Ltd on AMC basis with three full time system administrators. Regular up-gradation is carried out for hardware and software.</p>	<p>Available computers are distributed in departments, office and library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high speed internet facility. Computers are provided with upgraded antivirus.</p>
Sports facility	<p>Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field. Synthetic surfaces on ground are cleaned periodically</p>	<p>Sport material is issued to students as per the schedule. For Inter-collegiate competitions sport material is issued to the student for the period of the competition. Gymnasium is used by students as per the given slot.</p>