

### **A) Maintenance Policy and Procedure of Departments:**

#### **1. Registration of Complaint:**

Complaints if any are registered in the complaint book, maintained in the office, where details of the service/maintenance required is noted by the respective department.

#### **2. Visit of Technician:**

The technician visits the site and assesses the maintenance required and completes the job at hand.

#### **3. Job Completion Report:**

The report of the maintenance done is prepared by the technician and signed by the concerned head of Department.

#### **4. Payment:**

The bill is generated and processed through the concerned authorities and forwarded through Principal to the management for final payment.

#### **5. Monthly Maintenance Report:**

The monthly accounts of maintenance are reported to the Society Office.

#### **6. Annual Maintenance Contract:**

Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control is in place.

### **B)Utilization and Maintenance of Laboratories:**

1. Class wise laboratory schedules are followed as per time table.

2. Standard operational procedures for handling various chemicals, equipments and instruments are strictly followed.

3. Dead stock register is maintained and updated regularly.

4. Dead stock verification and inspection is carried out during the internal audit at the end of the academic year.

5. Obsolete equipment and instruments are discarded by following the standard procedure.

6. Any discrepancy in stock is brought to the notice of the Principal.

### **C)Utilization of Library:**

Students procure their I-Cards from the office and library cards from the library.

1) Library cards can be used for issuing two books for one week.

2) Scholar's library card is issued to three toppers from each class and they are allowed to issue one extra book.

3) Faculty wise book issue and return time table is displayed on the library notice board.

4) If library books not returned in time, the students are fined nominal charges.

- 5) Users can access e-library for searching required information.
- 6) User can use the reading hall for studying, reading newspapers and journals /periodicals etc.
- 7) Attendance registers are kept in reading hall and e-library. Also I-Cards are scanned for student's attendance in library.
- 8) Users can use OPAC/Web-OPAC for searching required books. They can use computers of e-library for this purpose.

**D) Utilization Of Sports Facilities:**

1. Students must Procure I-Cards from Office. I-Card is required for issuing sports material for practice. Registers are maintained by sports office.
2. Users can use gym facilities for body building exercises.
3. Attendance registers are kept in Gymkhana.
4. Students are encouraged to use off periods and leisure time constructively in chess Table tennis, fitness exercises.
5. College ground is used by team players for their intercollegiate ,international competition practice
6. Football, cricket practice is undertaken at the P.C.M.C. ground which available for free. The teams' practices daily on the Sanjay Kale ground of the P.C.M.C.

**E)Maintenance of Sports Facilities:**

1. Registration of Complaints:  
Complaints are registered in the Complaint book maintained in the Office, giving the details of the maintenance required.
2. Maintenance:  
Annual maintenance is done by Gym Maintenance Experts.
3. Payment:  
Bill is generated and processed through the concerned authorities and forwarded through principal to the society office for final payment.

**F) Utilization of Class rooms:**

1. Classrooms are allotted as per the student strength.
2. Lectures and Experimental work is frequently monitored.
3. Regular maintenance is carried out