

## **PDEA's**

### **Mamasaheb Mohol College, Paud Road Pune 38**

#### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms**

The infrastructural facilities are crucial for the smooth conduct of teaching learning process in an educational institution. At Mamasaheb Mohol College, the parent body, Pune District Education Association (PDEA) adopts a planned approach in order to make the infrastructural facilities available for use and to maintain the facilities. Quotations from various service providers are invited. The CDC does a thorough study of the requirements and the quotations received. Further, the lowest suitable quotation is approved. On receipt of the required infrastructural facilities, the concerned Heads of the Departments (for example Sports, Electronics, Computer and Library) are instructed to maintain record of utilization of the facilities made available. In addition, availing, utilizing and maintaining the learning resources of the Library are taken care by the college library.

The college has Annual Maintenance Contracts with varied service providers for services like CCTV, UPS, Biometric System, Air Conditioners, Coolers, Duplicator, Pest Control, Generator set, and automation service provider, Vriddhi, ETH and ERP Software. A full time hardware engineer has been appointed to handle hardware, software and internet maintenance related requirements. The college authority and the staff utilize the available resources and infrastructure effectively. For utilizing all the facilities like classroom, laboratories, sports facilities, time table is prepared annually and accordingly the utilization takes place. In addition, there are registers for utilization of portable Projector and also of Audio Visual Room. The procedure for maintaining the facilities like IT infrastructure, automation, internet etc. is carried out through the full time hardware engineer. The maintenance requisition is submitted to the office as per the requisition of the concerned department after the approval of the Principal, the necessary action is taken.

The electrical maintenance of the college, sound system operation and maintenance and small carpenter works are done with help of Vocational Department of the junior wing of the college. The maintenance register is maintained by the college.