

Arts College Malkapur Akola

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Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanisms for maintenance and up gradation of the physical infrastructure, academic and sport facilities, and equipment's are as under:

Building Infrastructure:

Being an affiliated institution, a constant effort is made to provide safe and secure space for equipment's and tools. There is a college development and construction committee to look after the maintenance, repair and constructional work related to the building and campus. Construction, repair and maintenance of the college building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by this committee. All work is done under the supervision of Management and Principal. The maintenance and up gradation work related to construction and electricity, agencies like M.S.E.B., Nandvanshi and Associates etc. The minor faults related to the electricity and repairing of building are attended and repaired by the local electrician, hired technician, carpenters etc. For the maintenance of toilets and service areas local sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

Laboratory, Equipments and Machines:

College maintains stock registers for keeping the list of utensils of Home-economics department, equipments and Musical instruments used in Music department. Maintains consumption register regularly to keep account of the used material and non-functional miscellaneous items etc. Physical verification of equipments and machines is carried out to record the functional and non functional equipments from time to time. The minor faults of equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary.

Computer and IT infrastructure:

Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items under the supervision of College Development Committee. Maintenance and up gradation is looked after at college level and concerned technicians are hired whenever necessary.

Furniture related items:

There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure. The committee brings the requirements regarding minor repair work into the notice of the worthy principal and certifies after the work is completed.

Maintenance of Library/ Library Materials:

Accession and withdrawal/ dead stock registers are regularly maintained to keep the record of updated and dead stock accessions. The college also engages local employees for dusting and cleaning the library.

Sports Equipments:

The stock register regularly maintains and records the equipments and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.