

SHRI VASANTRAO BANDUJI PATIL TRUST'S

APPASAHEB BIRNALE COLLEGE OF ARCHITECTURE, SANGLI

(Approved by AICTE, C.O.A New Delhi, Affiliated to Shivaji University Kolhapur)
District – Sangli 416416

Criterion IV

KEY INDICATOR 4.4.2.

ESTABLISHED SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

POLICY DETAILS OF SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Maintenance and Utilization Policy

Appasaheb Birnale College of Architecture has a comprehensive system for maintaining and utilizing its physical and academic support facilities, ensuring safety, cleanliness, and efficiency. The entire campus is under 24/7 CCTV surveillance, with security personnel on duty round the clock to ensure a secure environment.

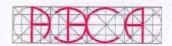
Non-teaching staff oversee daily cleaning and upkeep tasks as per assigned responsibilities, maintaining the premises in excellent condition. Classrooms and laboratories are utilized optimally through structured timetables. Infrastructure maintenance is carried out by a skilled team, including carpenters, electricians, plumbers, and painters, hired as required.

The IQAC has implemented a problem-reporting system, ensuring prompt resolution of issues related to lighting, electrical appliances, and devices such as projectors, ACs, and smart boards. Departments maintain stock registers, with regular stock verification to ensure accountability.

Key facilities like water filters are maintained under Annual Maintenance Contracts (AMCs). Sports infrastructure is monitored and maintained by the Sports Committee, while the library staff manage library resources, including annual stock verification and the procurement of new materials.

These systems ensure the college's infrastructure supports academic and extracurricular activities effectively, fostering an environment conducive to learning and growth.

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POLICY DETAILS OF SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Selection of the select

Appasaheb Birnale College of Architecture follows a structured policy and code of conduct to maintain and utilize its physical, academic, and support facilities, ensuring their efficient functioning and sustainability.

1. General Maintenance:

- Regular cleaning and upkeep of the campus are ensured by the non-teaching staff under assigned duties.
- A dedicated team of skilled personnel, including carpenters, electricians, plumbers, and other technicians, handles repairs and maintenance tasks as required.

2. Laboratories and Computers:

- Equipment and systems are maintained through periodic inspections and servicing.
- Students are expected to handle equipment responsibly, adhering to usage guidelines displayed in laboratories.

3. Library:

- Library resources are managed through systematic cataloguing and annual stock verification.
- Students and staff must follow library rules, including proper handling of books and timely return policies.

4. Sports Complex and Recreational Facilities:

- Sports infrastructure is monitored and maintained by the Sports Committee.
- Users are required to follow safety protocols and ensure proper use of equipment.

5. Classrooms and Common Areas:

- Classrooms, smart boards, and projectors are maintained regularly.
- All users must respect the facilities by avoiding damage and keeping spaces clean.

6. Monitoring and Feedback:

- Issues related to infrastructure are recorded and addressed promptly through a maintenance log system initiated by the IQAC.
- Feedback mechanisms ensure continuous improvement of facilities.

This policy ensures optimal utilization, longevity, and availability of resources for all stakeholders.

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Appasaheb Birnale College of Architecture has well-defined systems and permissions in place to maintain and utilize its physical, academic, and support facilities effectively, ensuring their longevity and optimal use.

1. Permissions for Facility Use:

- Access to facilities such as laboratories, libraries, sports complexes, and computers is granted through pre-scheduled timetables or written permissions from respective departments.
- Special permissions for extracurricular or academic events are approved by the administrative office to ensure no conflicts in usage schedules.

2. Maintenance Procedures:

- Laboratories, computers, and classrooms are regularly inspected and serviced by technical staff. Any repairs or malfunctions are logged in a maintenance register and resolved promptly.
- Major equipment, including lifts, air conditioners, and water filters, is maintained through Annual Maintenance Contracts (AMCs).

3. Library Systems:

The library follows a systematic cataloguing and resource allocation process, supported by annual stock verification and updates. Borrowing and returns are monitored digitally to maintain accountability.

4. Sports Complex and Recreational Areas:

 Sports facilities are managed by the Sports Committee, which ensures routine maintenance and schedules activities to encourage participation.

Feedback and Reporting:

 A feedback system, initiated by the IQAC, allows students and staff to report issues related to lighting, electrical appliances, and other intrastructure.

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Policy for Maintenance and Utilization of Facilities under IQAC Oversight

Appasaheb Birnale College of Architecture ensures the efficient maintenance and utilization of physical, academic, and support facilities through well-defined procedures overseen by the Internal Quality Assurance Committee (IQAC).

1. Role of IQAC:

- The IQAC regularly monitors the maintenance and utilization of facilities such as laboratories, libraries, sports complexes, computers, and classrooms.
- A structured feedback mechanism is implemented to identify and address infrastructure issues promptly.

2. Maintenance Procedures:

- Laboratories and computer systems are inspected regularly, and repairs are coordinated through a dedicated maintenance team.
- Major equipment like lifts, air conditioners, water filters, and projectors is maintained under Annual Maintenance Contracts (AMCs), with oversight from IQAC.

3. Library Management:

 The IQAC ensures the systematic cataloguing and procurement of library resources. Annual stock verification is conducted to maintain accuracy and availability.

4. Classrooms and Common Areas:

- A reporting system for issues like lighting, furniture, and smart boards is managed by IQAC through a problem register, ensuring timely resolution.
- Usage schedules are monitored to avoid conflicts and ensure equitable access.

5. Sports Complex:

 The Sports Committee works under IQAC guidance to maintain sports facilities and organize events, ensuring optimal utilization.

6. Periodic Reviews:

 The IQAC conducts periodic audits of facilities, incorporating feedback to improve infrastructure quality and usability.

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OF ARCHITECTURE, SANGLI

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Policy and Guidelines for Maintenance and Utilization of Facilities under IQAC Oversight

The Internal Quality Assurance Committee (IQAC) at Appasaheb Birnale College of Architecture implements systematic guidelines to ensure the effective maintenance and utilization of physical, academic, and support facilities. These procedures aim to create an environment conducive to academic and extracurricular excellence.

1. General Maintenance:

- The IQAC oversees the routine maintenance of all physical infrastructure, including classrooms, laboratories, and common areas, ensuring cleanliness and functionality.
- Skilled personnel (carpenters, electricians, plumbers, etc.) are engaged as needed for repairs and upkeep.

2. Facility Utilization:

- Timetables are developed to ensure the equitable use of laboratories, classrooms, and sports complexes. The IQAC monitors adherence to these schedules.
- Usage policies are displayed at all facilities, promoting responsible use by students and staff.
- The academic calendar is being utilised to its fullest potential, ensuring that all related activities are conducted systematically and disciplined. It is prominently displayed on the notice board to provide maximum benefit to both students and teachers.

3. Monitoring and Reporting:

- A problem-register system, maintained by IQAC, allows users to report issues with lighting, electrical appliances, projectors, smart boards, or other equipment.
- Periodic reviews are conducted to address reported concerns promptly.

4. Library Management:

 Library resources are catalogued and audited annually under IQAC supervision to ensure availability and proper utilisation.

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5. Sports and Recreational Facilities:

 The Sports Committee, in collaboration with IQAC, manages sports infrastructure maintenance and schedules events for optimal use.

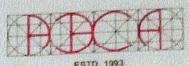
6. Sustainability Practices:

 The IQAC promotes energy-efficient practices, waste management, and water conservation within the campus to ensure sustainable operations.

List of Servicemen hired for the maintenance work regularly:

Sr. No	. Servicemen (Category wise)	Name	Contact number
1	Electrician	Pravin Kholkumbhe	9175047249
2	Computer Technician	Vikram Patil	9168911777
3	Plumber	Deepak R. Kadam	7058638459
4	Painter	Nanaso K. Patil	9096406067

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SHRI. VASANTRAO BANDUJI PATIL TRUST'S

APPASAHEB BIRNALE COLLEGE OF ARCHITECTURE, SANGLI.

(Approved By A.I.C.T.E., C.O.A. New Delhi, Affiliated to Shivaji University, Kolhapur.)
South Shivaji Nagar, Sangli-Miraj Road, Sangli - 416 416. Ph. (0233) 2320294 / 2322336

* E-mail : mh24sangli@gmail.com * web : abcasangli.org

Ref. No. ABCA/2023-24/

Date 15/05/2024

नोटीस

विषय: ग्रंथालयीन पुस्तके परत करण्याबाबत ...

वरील विषयास अनुसरून सर्व शिक्षक वर्गास कळविण्यात येत आहे की, सन 2023-2024 या शैक्षणिक वर्षासाठी आपल्या कॉलेज ग्रंथालयामधून घेतलेली पुस्तके 2023-2024 शैक्षणिक सत्र संपल्यामुळे ग्रंथालयामध्ये लवकरात लवकर जमा करून ग्रंथालयीन कामकाजास सहकार्य करावे. नवे सत्र 2024-2025 सुरु झाल्यानंतर परत ग्रंथालयामधून पुस्तके घ्यावीत.

Librarian

Appasaheb Birnale College
of Architecture, SANGLI.





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* E-mail : mh24sangli@gmail.com * web : abcasangli.org

Ref. No. AACA/ 2023-24)

Date: 31/05/2024

To,
Principal
Appasaheb Birnale College Of Architecture, Sangli

Subject - Library Stock Verification Report For The Year 2023 - 2024 (M. Arch)

Respected Madam

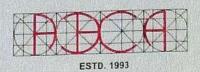
The above cited Subject we are Submitting our Library Stock Verivication Report for the year 2023 - 2024

Heading	Total Stock	Available in Library	Staff Issued	student Issued	Less / Not Found
Books	289	286	0	3	0
Journals	111	111	0	0	O
C.D	41	41	0	0	0
Project Reports	35	35	0	0	0
M.Arch					

Thanking You

Librarian
Appasaheb Birnate College
of Architecture, SANGLI.

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SHRI. VASANTRAO BANDUJI PATIL TRUST'S

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South Shivaji Nagar, Sangli-Miraj Road, Sangli - 416 416. Ph. (0233) 2320294 / 2322336. * E-mail: mh24sangli@gmail.com * web: abcasangli.org

Ref. No. ABCA/2023-24/

Date: 3110512024

To, Principal Appasaheb Birnale College Of Architecture, Sangli

Subject - Library Stock Verification Report For The Year 2023 - 2024 (B Arch)

Respected Madam

The above cited Subject we are Submitting our Library Stock Verivication Report for the year 2023 -2024

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Thanking You

Librarian Appasaheb Birnale College of Architecture, SANGLI.



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TERMS AND CONDITIONS

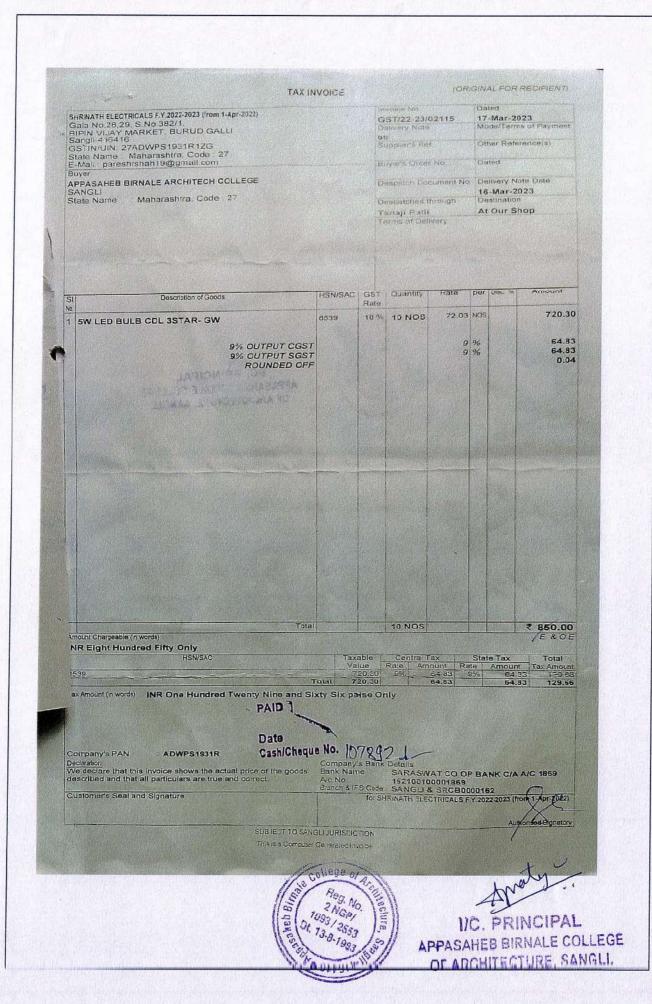
- 1. Goods once sold will not be taken back or exchanged
- 2. All disputes are subject to SANGLI jurisdiction only
- 3. Our risk and responsibility ceases as soon as goods leave the premises.

Total Amount (in words)

Nine Thousand Eight Hundred Fifty Five Rupees and Twenty

AUTHORISED SIGNATORY FOR

APPASAHEB BIRNALE COLLEGE CIF ARCHITECTURE, SANGLI



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