Date: 15.06.2022

MMCOA's Policy for maintaining and utilizing physical, academic and support facilities for three years from the date of commencement.

The Institute has established a policy for maintaining and utilizing the physical, academic and support facilities, as per the nature of the facility.

Policy for Maintenance of Infrastructure-

Formation of Committees:
1. Various Committees constituting teachers and staff will supervise and facilitate the usage of the facilities like: Internal Quality Assurance Cell (IQAC), College Development Committee, and Library Committee.
2. These committees will assess the need for updating, change, repairs etc. required on regular basis

Approval and Sanction:
The annual budget for the maintenance will have the provision for regular maintenance. However, in case of any urgency of requirement, the proposal will be forwarded to the management and due approval will be taken.

Budgetary allocation:
1. The College in its annual budget should make necessary provisions for expenses to maintain all its existing infrastructural facilities.
2. Maintenance of the infrastructural facilities will be executed through various agencies, and budgetary provision is to be made
3. College Development Committee will approve the budget.

Policy for utilizing physical, academic and support facilities-

College has adequate infrastructure which is available for the students, faculty members, visiting faculties and administrative staff. The update about the adequacy of infrastructure and need for any additions of new facilities wherever required, should be evaluated at the start of the Academic year.

Studios and Classrooms, Seminar Hall:

Studios and classrooms are to be assigned as per the requirement.Theyneed to be used for various academic and co-curricular activities.Faculty member/In-charge facultyshould inform the maintenance committee regarding maintenance and requirements of repairs.

Computer Laboratory
Computer laboratory should be available to the students as per the curriculum requirement. It has to be well equipped with relevant software and Wi-Fi connectivity. It should only be used for academic purposes and if required, conducting various teaching and learning programs.
IT personnel will be responsible for the regular repair and maintenance of computers, printers, and scanners.
The action to be taken for all the outdated computers will be put up in CCC and the decision will be taken as per requirement.

Marathwada Mitra Mandal's
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। येथे बहुतांचे हित ।

Material Museum, Climatology and Environmental Lab, Surveying Leveling Lab, Carpentry and Model Making Workshop

Material museum and all the required laboratories should be updated and have adequate storage of samples of materials, equipment, instruments and brochures. The dead stock register should be maintained for any additions and updating of the labs. Stock verification and inspection should be carried out at the end of the Academic Year. The action to be taken for all the outdated equipment and instruments will be put up in CCC and the decision will be taken as per requirement.
Usage register should be maintained for all the labs.

Library
Library works in offline as well as online mode.Library committee should regularly take a review of the processes and suggest any revisions if required. E facilities should be made available to the students
Fully automated software is to be used for issue and return records of books. The student and Faculty members should be made aware about the policies for the library at the start of the academic term. Periodically, audit and stock verification of the library is to be done and report is to be submitted by Library committee to the head of the institute. This assessment of library should also give a record for the conditions of books for any maintenance if required. Library policy is to be revised/ updated and reviewed as per the requirement of students, faculty members and other stake holders.

Art Court and exhibition
Art court should be used for various cultural programs and exhibitions. It should be equipped with Soft boards in the art court and exhibition areas to display of student's works. This area is to be checked and maintained regularly

Auditorium
Auditorium with appropriate seating arrangement and ICT facilities should be used for guest lectures, gatherings and cultural programs. The seating system and audio visual system should be maintained regularly.

Gymnasium
Access to the gymnasiumis given to all students, faculty members and administrative staff. The equipment are to be checked and maintained regularly.
Optimum utilization of infrastructural facilities on all days, including Sundays and holidays is practiced.
The building should be made available for use as a Centre for Central Assessment Programme of SPPU examinations. College also should take responsibility as a Facilitation Centre, if assigned by DTE for architectural admissions of B Arch and M.archas per the directions of DTE.

Essential safety norms should be followed in line with the government norms to make campus risk-free and secure in pandemic times or any other such situation.

Dr. Ujjwala Palsuley
Principal

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