



Om Vidyalandkar Shikshan Sanstha's



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Asmita College of Arts & Commerce For Women

● Affiliated to Mumbai University ●

Accredited by NAAC with 'B' Grade

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ASMITA COLLEGE CHOWK, KANNAMWAR NAGAR NO. 2, VIKHROLI (EAST), MUMBAI - 400 083. ::

Maintenance and Utilization Policy For Physical and Academic Infrastructure

The Institute uses mechanism of the physical and academic facilities as per following points-

1. The routine cleaning and maintenance of classroom and physical space is performed regularly as per policy.
2. Renovation, alteration, and improvement of the existing academic, and support buildings are decided by the Principal in consultation with concerned head of the program. The requirement for this is made to Management of the college and after their permission the work is carried out.
3. For maintenance of IT infrastructure and Electrical fittings and appliances, separate computer technician and electrician are appointed for day-to-day technical needs as well as replacement and repairment .
4. Computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electrician is responsible for replacement or fitting of light tubes, bulbs, switches. Technicians are available throughout the day. If the problem is major it
5. Maintenance policy ensures that equipments is always in ready and in reliable condition as well calibrated to provide good quality outputs. Department Heads and faculty members in the departments are accountable for proper use of equipment.
6. If maintenance or repairing of equipment is necessary, head of department of Computer Science and IT takes care of this. If there is replacement of small part of the equipment, head and faculty with laboratory assistant make arrangement for it.
7. For major maintenance and repair , external technicians are called by head of the department.
8. The College makes provision in Budget for Maintenance. The Institute invites quotations for the proposed work from different vendors. Work order is issued after comparative analysis of different quotations Payment is proposed through concerned authorities and forwarded by the Principal for Final payment.

Praghdhane

Executive Member
Om Vidyalandkar Shikshan Sanstha
Vikhroli (E), Mumbai-83.



Mishra

Principal
Asmita College of Arts & Comm. For Women
Vikhroli (E), Mumbai - 83.