

## **Maintenance Policy Document**

### **Academic facilities**

- 1) Specific budget allocation for Academic facilities
- 2) Accommodation to heterogeneous students group with transparent admission system
- 3) Adherence to Shivaji University Curriculum and Examination System
- 4) Enrichment of Curriculum by introducing need based short-term courses
- 5) Clean, spacious classrooms with LCD Projectors and regular maintenance

### **Library**

- 1) Specific budget allocation for Library & Formation of Advisory Committee
- 2) Regular renewal of LMC and e resources
- 3) Borrow Card system and No dues system
- 4) Stock taking and maintaining record of books
- 5) Purchase of Text books, supplementary and reference books as per recommendations of staff and students

### **Physical Facility**

1. Budget Allocation for Physical Facilities as well as Sports for every financial year.
2. Sanction for the Budget from Management
3. Maintenance of budget Accounts and its timely Audit
4. Formation of committees from the Academic and the administrative staff
5. Regular payment of AMC for different software and Internet connections.
6. Arrangement of regular visits of computer technicians for maintenance.
7. Work Distribution to support staff for cleanliness and neatness of campus