



**K. K. Wagh Arts, Commerce, Science & Computer Science College,
Kakasaheb Nagar**

At. Post. Kakasaheb Nagar, Tal. Niphad, Dist. Nashik – 422308.

(Affiliated to Savitribai Phule Pune University)

SPPU ID: PU/NS/ACSCS86/2004

College Code: 774

A.I.S.H.E. Code: C-42166



+ 91-2550- 257291



principal-seniorknagar@kkwagh.edu.in



www. <https://asck.kkwagh.edu.in>

MAINTENANCE POLICY

The college is continuously involved in procuring equipment and upgrading the infrastructure. Maintaining this infrastructure in proper condition is very essential. The college has entrusted the responsibility of maintaining the infrastructure to the concerned sections.

1. Building Repairs & Maintenance Expenses

Construction and Maintenance unit of the K. K. Wagh Education Society takes care of maintenance of all buildings in the campus. This includes civil work modifications, building repairing, repairing and maintenance of internal roads, plumbing, coloring etc. Miscellaneous repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. The staff member monitors housekeeping and cleaning of water tanks and sanitary blocks. Periodically an external agency is hired for cleaning of all water tanks.

2. Computer & Equipment Repairs & Maintenance Expenses

Maintenance of computer systems is carried out by laboratory assistants of the Computer Science department. If the department is not able to resolve the issue, the problem is referred to the vendor. The payment of the vendor is made after resolving the issue and provides the "Customer Service Report" duly signed by the concerned department/section. All computers in the college premises have been connected by LAN. The laboratory assistants of the Computer Science department maintain the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the college.

The departmental peon keeps the laboratories neat and clean. Blowers are used to remove dust from the computers. Software installation is completed as per the requirements of the department. Machines are formatted and installed or updated with operating system,

antivirus and other software timely by the technical staff appointed for it. The UPS battery backup system is supplied to each computer

3. Electrical Equipments Repairs & Maintenance Expenses-arrester

Routine maintenance and servicing is done by laboratory assistants and laboratory attendants and services of external agencies are also hired for major and critical troubleshooting. Fire safety equipment is installed in every department and is annually refilled. Provision of safe drinking water is also made for which coolers and purifiers are provided. Maintenance of the water coolers and purifiers is carried out from time to time.

4. Library Utilization

The library provides open access for all users. Library makes available different newspapers in Marathi & English. The librarian shoulders various responsibilities like purchase of reference books and some other important books, journals & periodicals, annual budget etc. Monthly cleaning of books & racks is done to preserve them. Binding of library books, journals, question papers, bound volumes are done as per the requirement. The record of issuing and receiving is digitally recorded. Barcode system is also provided. Stock verification is done as per the guidelines. Librarian seeks recommendations from the departments to purchase necessary books. The library uses "Library Management" software for automation of the library and also provides e-library facility to students & staff. Online access to e-journals, e-books is provided through "N-list".

5. Sports Utilization and Maintenance

The sports department operates as specified in the course curriculum with a desired area. In order to ensure smooth functioning of the sport facilities, following procedure is followed:

- College have a spacious Gymnasium Hall and a large play-ground which are well maintained and used optimally.
- Gymnasium Hall is utilized for playing indoor games such as table tennis, chess and carom etc and outdoor games such as football, volleyball and cricket.

- Students, faculty and staff must carry their ID card to utilize the facilities of the sports with proper log book entry, as applicable.

7. Maintenance and Utilization of Classrooms

The College has 16 Classrooms and 2 seminar halls which are utilized for teaching and other academic purposes. Duty of cleaning the classroom is assigned to class IV staff. Electric boards and fans are maintained by the electricians on the campus. Departmental activities such as guest lectures and student seminars are conducted in the Seminar Hall and the classrooms.



PRINCIPAL

Karmaveer Kakasaheb Wagh Education Society's
Karmaveer Kakasaheb Wagh Arts, Commerce,
Science & Computer Science College,
Kakasaheb Nagar, Tal. Niphad, Dist. Nashik-422 309



Coordinator

K.K. Wagh Educational Campus Saraswati Nagar Nashik.

Coordinator,

Saraswati Nagar Campus,

K.K. Wagh Education Society, Nashik