



**SNDT Women's University,
Mumbai**

**An Enlightened Woman
is a Source of Infinite
Strength**

**SNDT Arts and Commerce College for Women, Karve Road,
Pune 411038**

**Procedures and policies for maintaining and utilizing physical, academic
and support facilities**

The College has a policy for maintaining and utilizing physical, academic and support facilities.

For maintenance and optimum utilization of physical, academic and support facilities; being the Constituent college of the SNDT Women's University, when the expenses are major, university approval is needed. A requisition by the College is put forth to the University. If the budget is sufficient, then the University gives administrative approval. After that the Finance Department of the university gives financial approval. Then through the tender process, purchase order is placed.

For the routine expenses, the Heads of the various departments put forth the requisition to the Principal of the College as per the requirement of the department. With consultation of the Accounts Section about the availability of the budgetary provision, minimum three quotations are called for. The accountant of the College prepares a comparative statement of the quotations. The quotation with minimum value is finalized by the purchase committee for the approval. Then the purchase order is placed.

Sr. No	Facilities	Acquisition Policy and Procedure	Utilization Policy	Maintenance and Repairing Policy	Disposal Policy
1	Laboratory of Psychology Department	New Equipment and apparatus are added as per the number of students in the Department. Tests and reusable material is purchased depending upon the available stock of previous year. New tests are added as per syllabus upgradation	Laboratory material is handled with care by the students. Dead stock register is maintained and updated at the end of each academic year. At the end of the academic year the certificate is duly signed by the HoD and the Head of the Institution.	Repairing of apparatus is done by the local supplier as and when required with the permission of the Head of the Institute No annual maintenance contract (AMC) is yet done for the same.	With the permission of the Head of the Institute.
2	Laboratory of Geography Department	The department of Geography purchases the laboratory equipment and instruments considering the	Laboratory equipment is handled with care by the students. Deadstock register is maintained and updated at	Repairing of apparatus is done by the local supplier as and	With the permission of Head of Institute

		student strength and syllabus requirement, by putting forth proposals to the Head of the Institute Authorities send the proposals to the University to get those sanctioned and thereafter the department is provided with the required equipment and instruments.	the end of each academic year. At the end of the academic year, the certificate is duly signed by the Head of the Department. and the Head of the institution.	when required. With the permission of the Head of the Institute. No Annual Maintenance Contract (AMC) is yet done for the same.	
3	Laboratory of BVA Department	The equipment is purchased in the department considering the need, requirement and student's strength. Proposal is submitted to the Principal, according to department's budget the sanction is given, three proposals are taken into consideration and the lowest quotations is finalized by the authorities	Art material is handled with care by the students. Dead stock register is maintained and updated at the end of each academic year. At the end of academic year the certificate is duly signed by all the staff members along with the HOD and the Head of the institution	Repairing of material is done by the local supplier as and when required. No annual maintenance contract (AMC) for the same.	With the permission of Head of Institute.
4	Laboratory of Music Department	New Musical Instrument and audio visual instrument are added as per the number of students in the Department. Tests and reusable material is purchased depending upon the available stock of previous year. New tests are added as per syllabus demand in front of higher authority. Authority will send the proposals to the university and the University will provide the orders of purchasing such things.	Laboratory (audio visual room) material is handled with care by the students. Dead stock register is maintained and updated at the end of each academic year. At the end of academic year the certificate is duly signed by HoD and the Head of the institution.	Repairing of Musical Instrument is done by the local supplier as and when required. No annual maintenance contract (AMC) for the same	With the permission of Head of Institute
5	Knowledge Resource Centre (Library)	The goal of Acquisition is to ensure the preservation and long lasting availability of library resources, archival material and specialized collection in Indian languages in all formats.	The purchased material is made available to readers after purchase and processing. Certain material is lent out while other material is for use in the KRC premises only	Regular fumigation and cleaning is done for the KRC premises and material Print Books and print journals are bound if torn or repaired	Disposal of the following items is done by taking sanction from KRC Committee.

		<p>The KRC purchases and acquires</p> <ul style="list-style-type: none"> • Books and monographs • Back volumes of Indian & foreign journals • Dissertations and theses • Reprints of articles & newspaper clippings • AV Material for Hindustani vocal & instrumental music and films • Teaching aids like charts etc. • Electronic resources & Databases <p>Purchase policy is as decided by the KRC Committee from time to time</p> <p>Vendors are empaneled for a period of 2 years and purchases are through these vendors except in special cases.</p> <p>Subject wise distribution of purchases is done depending on the funds available and the number of students studying that subject. Books for general reading and reference books also purchased. Recommendations are taken from faculty members</p>	<p>With regards to E Materials, most material is accessible to all readers, 24X7 through login and password.</p> <p>Some databases can be accessed only from the KRC</p> <p>Other Physical and Infrastructural facilities:</p> <p>Library: the Knowledge Resource Centre, in Pune Campus has spacious reading halls to accommodate 150 students. For Visually impaired users, Braille materials are available with Audio-Cassettes and recorder. There are Separate reading halls in the library for students and teachers.</p> <p>To the students and staff through the Online Public Access Catalogue (OPAC). It has various databases like EPWRS, India Stat, Pro-Quest, EBSCOHOST, Jstor etc. Apart from this, departmental library facilities are also available. Library also has browsing centre with computers with internet connection and photocopiers.</p>	<p>in house</p>	<ul style="list-style-type: none"> • Old text books where there are multiple copies • Books that are tattered and torn or otherwise damaged • Books lost by reader and cost recovered • Books lost by reader and deposit forfeited. • AV material which has been damaged • Old newspapers and general magazines which are more than 3 years old are also disposed.
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6	Sports	The sports equipment and sports uniform are purchased in the department considering the need, requirement, student's strength and kind of sports. Proposal is submitted to the Principal, as per the department's budget. Three proposals are taken into consideration and the lowest quotations are finalized by the authorities.	Sports equipment and sports kit is handled with care by the students.	Ground maintenance and repairing is done by the local supplier as and when required.	With the permission of the Head of the Institute.
7	Computers	New computers and equipment are purchased, For the acquisition a) If the expenditure is less than Rs. 10000/- quotations are invited. Comparative statements are prepared accepting lowest quotation and it is duly signed by the committee members. b) If the expenditure is more than Rs. 10000/- the administrative approval is taken from the university. After administrative approval received from the university, the Financial Approval is taken. After the financial approval received from the university, the expenditure is incurred.	There are computers in two laboratories of BCA Department which are used by the students. The IQAC Room has computers for the teaching staff which is used for various academic purposes. The administrative office makes use of computers for office-related task. The institute has a licensed digital language lab software, Global Mapper GIS software, antivirus software and an operating system. Uni suite (University centralized accounting system) is used for recording financial transactions.	The college maintains and repairs the available computers and IT equipment with the help of AMCs of the respective suppliers. Antivirus software are updated and renewed as and when required.	With the permission of the Head of the Institute.
8	Classrooms	Furniture in the classroom	Seminar hall and	The classrooms are	With the

		are purchased as per the required. Damage tubes and fans are replaced with the new ones on the priority basis.	Classrooms were optimally used for conducting lectures, organizing various co-curricular and extra-curricular activities for the students. During holidays these were made available for the ICSI examinations, government examinations, Board examinations, and Election purpose.	cleaned every day. The classrooms and the benches are repaired and painted as per the requirement.	permission of the Head of the Institute, furniture in the classrooms are disposed off.
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