4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Civil Maintenance

- Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc.

- **Laboratory maintenance:**

Regular Upkeep and maintenance of equipment as well as repair of equipment is important for proper functioning of any engineering laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed.

CENTRAL LIBRARY

- The books are received by librarian from the supplier. An inspection activity will be carried out by librarian to check quantity, Title, Author, etc, as per the invoice.

Sports:

The sports related materials are issued to the students by maintaining an issue/return register which reflects the utility and demand of the items along with the students' interests.

Repairs and maintenance of Computer / Network (LAN) / Projector UPS / WiFi/ EPABX:

- Service / repair request is placed through RVR & JC Campus Academic Management System (RAJCAMS), Software developed in house.

- Appropriate personnel will be allotted to take up the service / repair work by the In charge.

IQAC Coordinator

Principal

IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Ref. No.:

Date: 25/8/23

Computer Repairing Management Policy of our college

Objective:

The computer repairing management policy having aims to ensure the efficient and timely resolution of computer-related issues to support uninterrupted academic and administrative functions.

Responsibilities:

IT Support Team:

Establish a dedicated IT support team responsible for diagnosing and resolving computer issues across the campus.

User Responsibilities:

Clearly communicate the process for reporting computer issues to faculty, staff, and students.
Encourage users to promptly report any computer-related problems through designated channels.

Service Levels and Prioritization:

Response Time:

Define standard response times based on the urgency and severity of reported issues.

Repair Procedures:

.Preventive Maintenance:

Regular Inspections:

.Software Updates:

.Replacement and Upgrade Policy:

Obsolete Equipment:

Budget Allocation:

Communication:

Notification System:

Implement a notification system to update users on the status of their repair requests.

Data Protection and Backup:

Backup Procedures:

Compliance Checks:

Conduct periodic audits to ensure compliance with the computer repairing management policy.

Annual Review

IQAC Coordinator
IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Principal
Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Ref. No.:

Cleaning Management Policy

Date : 25/...

Objective:

The primary goal of the cleaning management policy at [College Name] is to maintain a clean, healthy, and conducive environment for academic and extracurricular activities.

Responsibilities:

Cleaning Staff:

Trained cleaning staff will be responsible for daily cleaning of classrooms, common areas, restrooms, and other facilities.

Waste Management:

Implement a comprehensive waste management system, including recycling and proper disposal. Provide clearly marked bins for different types of waste across the campus.

Cleaning Schedule:

Daily Cleaning:

Classrooms, lecture halls, and common areas will be cleaned daily. Restrooms will be checked and cleaned multiple times throughout the day.

Weekly Cleaning:

Thorough cleaning of common areas, faculty offices, and laboratories will be conducted on a weekly basis.

Monthly Inspections:

Monthly inspections will be carried out to assess the overall cleanliness and identify areas that may need additional attention.

Hygiene and Sanitization:

Reporting Issues:

Establish a system for reporting cleanliness issues, encouraging both staff and students to report concerns promptly.

Annual Review:

The cleaning management policy will be reviewed annually to incorporate feedback and address evolving needs.

Continuous Improvement:

Bhairavnath Shikshan Mandal's

POPATRAO KISANRAO THORAT COLLEGE

Khutbav, Tal.- Daund, Dist.- Pune - 412203, Ph. No. 02119-284012

NAAC Accreditation 'B' Grade

(Affiliated To Savitribai Phule Pune University)

ID No : PU/PN/S/391/2009

College Code : 0923

Founder
n.Ex.M.L.A. Rameshappa Thorat
Chairman, P.D.C.C. Bank Pune

Principal
Dr. Rekha Salunke
M. Sc., Ph.D.

No.:

Date: 25/8/23

Laboratory Maintenance Policy

Objective:

The laboratory maintenance policy at [College Name] is designed to ensure the safety, functionality, and cleanliness of laboratories, providing an environment conducive to effective research and learning.

Responsibilities:

Laboratory Managers:

Appoint dedicated laboratory managers responsible for overseeing the maintenance of each laboratory.

Ensure that laboratory managers are adequately trained in safety protocols and maintenance procedures.

Staff and Students:

Educate staff and students about their roles in maintaining a clean and safe laboratory environment.

Safety Protocols:

Emergency Procedures:

Clearly outline emergency procedures, including evacuation plans and protocols for dealing with hazardous materials.

Equipment Maintenance:

Regular Inspections:

Implement a schedule for routine inspections of laboratory equipment to identify and address potential issues.

Chemical Inventory and Storage:

Waste Management:

Disposal Procedures:

Clearly define procedures for the safe disposal of laboratory waste, including chemicals, glassware, and other materials.

Daily Cleaning:

Establish a daily cleaning routine to maintain cleanliness in laboratories.

Annual Review:

Conduct an annual review of the laboratory maintenance policy to incorporate feedback, address evolving needs, and ensure compliance.

IQAC Coordinator

IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Principal

Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Bhairavnath Shikshan Mandal's

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Principal
Dr. Rekha Salunke
M. Sc., Ph.D.

Establishment Year - 2009

Ref. No.:

Date :

Library Maintenance Policy

Objective:

The library maintenance policy at [College Name] is established to ensure the optimal functioning, organization, and preservation of library resources, creating a conducive environment for research and learning.

Responsibilities:

Library Staff:

Designate trained library staff responsible for routine maintenance tasks, including shelving, cleaning, and organizing resources.

Shelf Maintenance:

Implement a regular schedule for shelving books and other resources to maintain order.
Conduct periodic checks to ensure materials are correctly placed and organized.

Daily Cleaning:

Establish a daily cleaning routine for library spaces, including shelves, tables, and study areas.
Train staff on proper cleaning procedures to avoid damage to materials.

Technology Maintenance:

Library Systems:

Regularly update and maintain library management systems to ensure efficient cataloguing and tracking of resources.

Security Measures:

Access Control:

Implement access control measures to restrict unauthorized entry into secure library areas.
Monitor security systems to prevent theft or damage to library materials.

Orientation Programs:

Distribute informational materials about library policies and procedures.

Annual Review:

Conduct an annual review of the library maintenance policy to incorporate feedback, address evolving needs, and ensure compliance.

Implementation:

IQAC Coordinator

IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Principal

Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

I. No.:

Date : 25-8-2023

To,
Ganesh More

Subject: Appointment Letter for Cleanliness Worker Position

We are pleased to extend our warmest welcome to you as a valuable member of our college's cleanliness team. This appointment letter outlines the terms and conditions of your employment with Popatrao Kisanrao Thorat College Khutbav . We believe that your skills and dedication will contribute significantly to maintaining a clean and welcoming environment on our campus.

Position: Cleanliness Worker

Date of Joining: 15/07/2023

Salary: 15 Thousand per Month

Working Hours: 28 hrs per week

Reporting to: Ms.Rupali Jadhav
Best regards,

Best regards,

IQAC Coordinator
IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Principal
Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Bhairavnath Snikshan Mandal s

POPATRAO KISANRAO THORAT COLLEGE

Khutbav, Tal.- Daund, Dist.- Pune - 412203, Ph. No. 02119-284012

NAAC Accreditation 'B' Grade
(Affiliated To Savitribai Phule Pune University)
ID No : PU/PN/S/391/2009

Establishment Year - 2009

College Code : C923

Founder
Hon.Ex.M.L.A. Rameshappa Thorat
Chairman, P.D.C.C. Bank Pune

Principal
Dr. Jagadish Aute
M.A.,B.Ed., SET, NET, Ph.D., B.C.J.

Ref. No.:

Date : 11/09/2023

To,

Mr. Shyam Kadam,
Shyam Computer and
Technical Academy

Subject: Appointment Request for Computer Management Repair

Dear Sir,

We hope this message finds you well. In our Popatrao Kisanrao Thorat College, Khutbav we are experiencing issues with several computers in our college and am seeking assistance from your Computer Management Repair services.

I would appreciate it if you could schedule an appointment at your earliest convenience to diagnose and address the technical issues we are facing. Please let me us know if there is any additional information or preparation required on my part.

Thank you for your prompt attention to this matter, and I look forward to resolving the computer issues with your expertise.

Principal
Principal
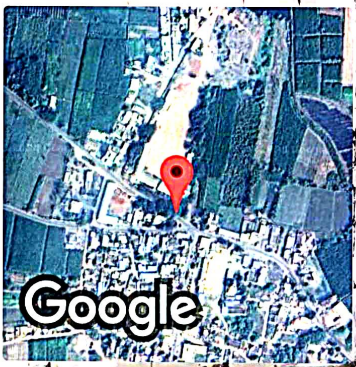**Popatrao Kisanrao Thorat Colleg**
Khutbav, Tal.-Daund, Dist.-Pune
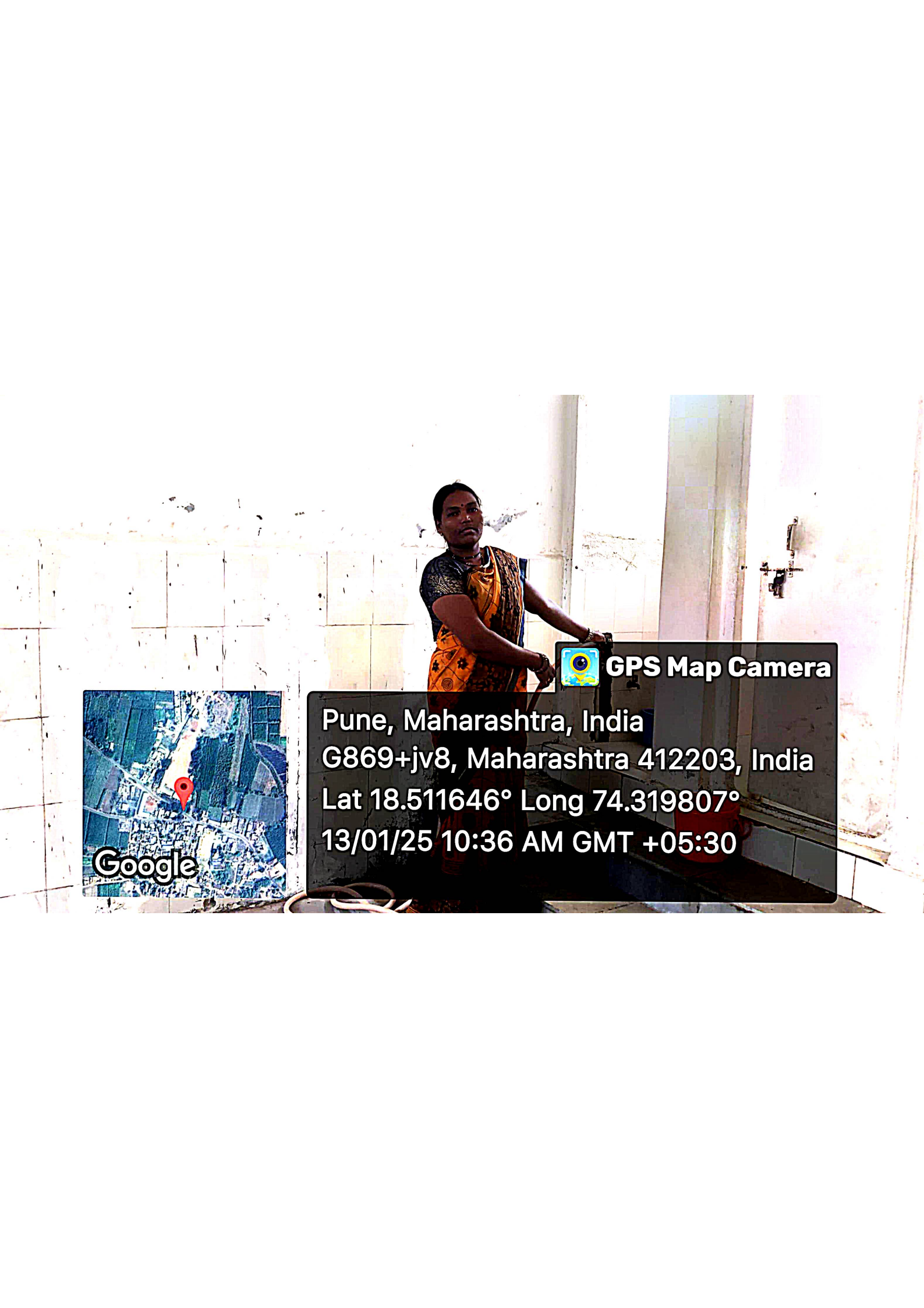
GPS Map Camera

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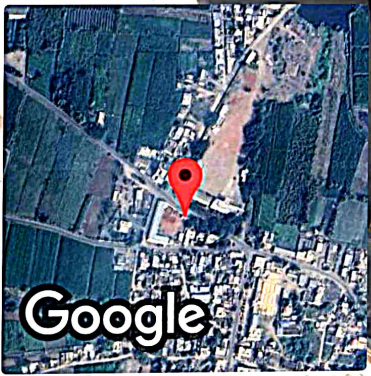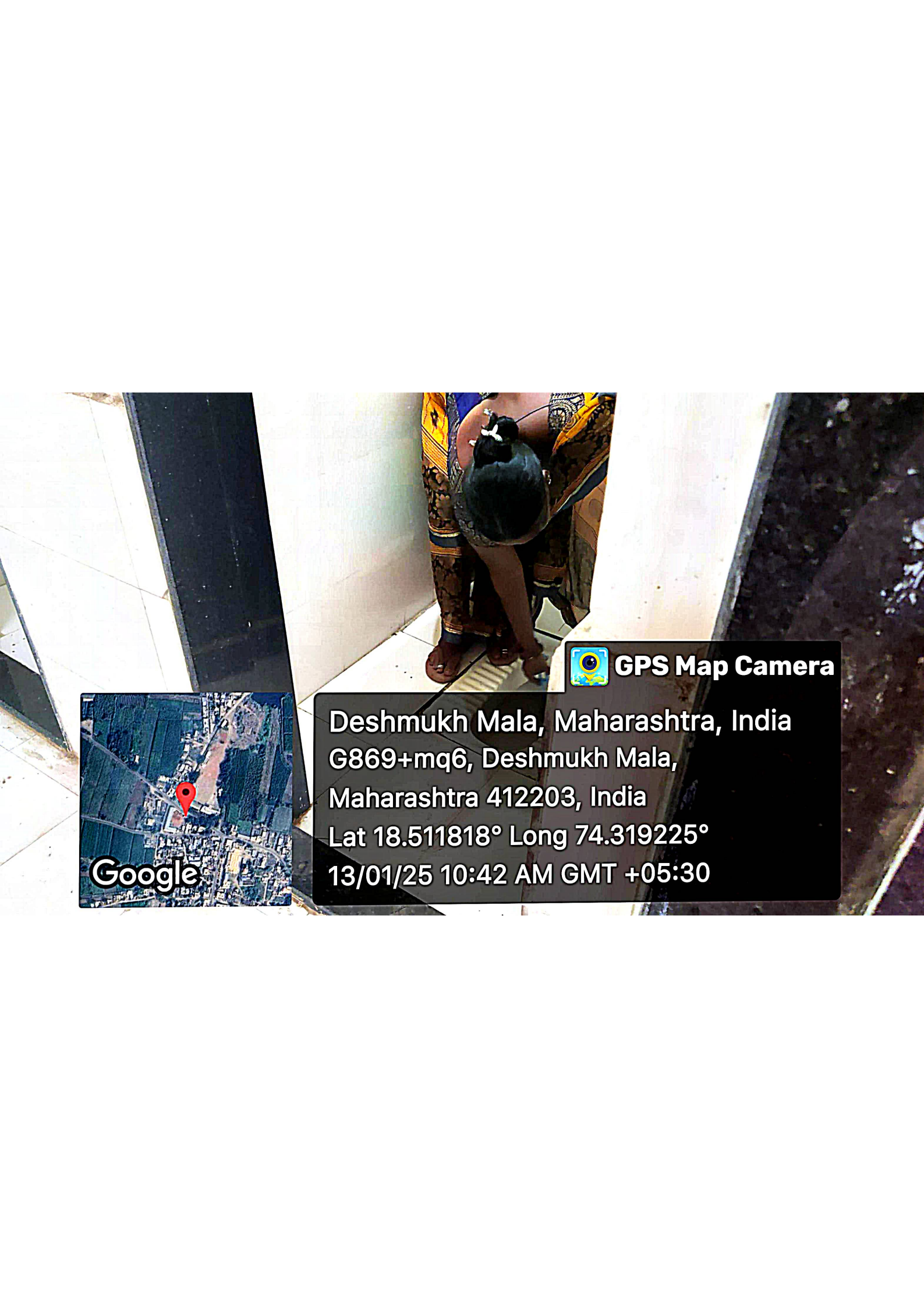📷 **GPS Map Camera**

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