



S.N.D.T COLLEGE OF EDUCATION, PUNE 38

Maintaining and Utilization Policy

2020-2021

**(Approved in College Development Committee
Meeting**

on

Wednesday, 29 December 2021)


**Dr. Nalini Patil
Principal**

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S.N.D.T. College of Education, Pune

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.

Being the Constituent College of the SNDT Women's University, for the major expenses administrative and financial approval from the university 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 tendering process, purchase order is placed. For the routine expenses, the faculty members put forth the requisition to the Principal of the College. With consultation of the Accounts Section about the availability of the budgetary provision, minimum three quotations are called. 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.

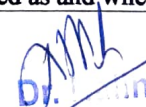
Sr. No	Facilities	Acquisition Policy and Procedure	Utilization Policy	Maintenance and Repairing Policy	Disposal Policy
1	Laboratory of Psychology	New Equipment and apparatus are added as per the number of students in the Department. Tests and reusable material is purchased depending upon the available 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 in-charge faculty 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.	With the permission of the Head of the Institute.
2	Music Room	New Musical instruments and audio visual instruments are added as per the requirement of students. Authority will send the proposals to the university and the University will provide the orders of purchasing such things.	Audio visual 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 Head of the institution	Repairing of Musical Instruments 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
3	Social Science Room	The department of Geography and History purchases the equipment and instruments considering the student strength and syllabus	Equipments are used for practice teaching and handled with care by the students. Deadstock register is maintained and updated at the end of each	Repairing of apparatus is done by the local supplier as and when required. With the permission of the Head of the	With the permission of Head of Institute

		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.	academic year. At the end of the academic year, the certificate is duly signed by the faculty and the Head of the institution.	Institute. No Annual Maintenance Contract (AMC) is yet done for the same.	
4	Laboratory of science	The equipment ^{are} 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 quotation is finalized by the authorities.	Equipments are used for practice teaching. 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 in-charge faculty 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.	With the permission of the Head of the Institute.
5	Laboratory of Education Technology	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.	Audio visual aids from ET laboratory are handled with care by the students. They use computers, tape recorders for their practice teaching. Dead stock register is maintained and updated at the end of each academic year .	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.


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6	Curriculum Laboratory	<p>Old and current Copies of the B.Ed and M.Ed. curriculum are made available in the laboratory for students and teachers.</p> <p>Educational Policies and books related to curriculum framing are also kept in the laboratory.</p> <p>M.Ed. dissertations and Ph.D. thesis related to curriculum are kept their for reference.</p>	Copies of the curriculum and reference books are referred by the students for their advanced studies.	Photocopies and dilapidated Copies of the syllabus are discarded with the permission of the Principal	With the permission of head of the institution
7	Library (Knowledge Resource Centre)	<p>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.</p> <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 	<p>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.</p> <p>With regards to E Materials, most material is accessible to all readers, 24X7 through login and password. Some databases can be accessed only from the KRC Other Physical and Infrastructural facilities: 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</p>	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. <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

		<p>charts etc.</p> <ul style="list-style-type: none"> • Electronic resources & Databases. <p>Purchase policy is as decided by the KRC Committee from time to time Vendors are empanelled for a period of 2 years and purchases are through these vendors except in special cases.</p> <p>Purchases are done depending on the funds available and the number of students studying that subject.</p> <p>Books for general reading and reference books also purchased. Recommendations are taken from faculty members.</p> <p>Journals and Databases are recommended by faculty members and sanction taken from KRCCommittee.</p>	<p>recorder. There are Separate reading halls in the library for students and teachers. To the students and staff through the Online Public Access Catalogue (OPAC). It has various databases like EPWRS, India Stat, ProQuest, 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>and deposit forfeited. • AV material which has been damaged • Old newspapers and general magazines which are more than 3 years old are also disposed</p>
8	Sports	<p>The spots equipments are purchased in the department considering the need, requirement, students' 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 quotation is finalized by the purchase committee.</p>	<p>Sports equipment and sports kit is handled with care by the students.</p>	<p>Ground maintenance and repairing is done by the local supplier as and when required.</p>	<p>With the permission of the Head of the Institute</p>
9	Computers	<p>New computers and equipments are purchased according to the requirement placed by the coordinator of the course</p> <p>a) For purchasing new computer the proposal for approval is</p>	<p>There are computers in laboratories which are used by the students. The IQAC Room, Subject Education Rooms, Staffroom have computers for the teaching staff, which are used for various academic purposes. The</p>	<p>The college maintains and repairs the available computer s and IT equipment with the help of AMCs of the respective suppliers. Antivirus software are updated and renewed as and when</p>	<p>With the permission of the Head of the Institute</p>


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submitted to technology committee. After that administrative approval is submitted to Finance and Accounts Officer of the University. 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/- for purchasing new computers, the proposal for approval is submitted to technology committee.

After receiving technology committee's approval, administrative approval is submitted to Finance and Accounts Officer of the University.

After receiving administrative approval from the university quotations are invited. Comparative statements are prepared accepting lowest quotation and it is duly signed by the committee members.

Then the Financial Approval is taken. After the financial approval received from the university, the expenditure is incurred.

administrative office uses computers for office related task. The institute has licensed antivirus software and an operating system. Uni suite (University centralized accounting system) is used for recording financial transactions.

required.


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