**Anjuman Ishat-e-Taleem, Beed’s**

**Milliya Arts, Science &**

**Management Science College, Beed.**

**Infrastructure Maintenance Policy and Procedure:**

Department in need of repair and maintenance work has to register the issue to the principal.

Technician visits the site and completes the maintenance as required.

Bill is generated and processed through the concerned authorities.

The college has Annual Maintenance Contracts with respective vendors.

**Procedure for Utilization of Support facility:**

**Sports:**

The college can use any of the support facility available in the campus.

**Utilization and maintenance of Laboratories:**

Separate Laboratories are to be allotted for classes based on a timetable.

Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed

Dead Stock register is to be maintained and updated regularly.

Dead Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.

Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.

Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

**Utilization of Library:**

Every student must procure a Library Card.

This library card can be used for issuing two books every week.

Non return of Library book on time will attract the applicable fine.

Every student can access online journals and magazines through computer terminals available in the E Library.

All college students are free to use the reading rooms which are open from 9.00 a.m. to 6.00 p.m.

**Utilization of Computer Laboratory:**

All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.

The department of Computer Science maintains all computers and peripherals.

**Utilization of Class Rooms:**

Classrooms are allotted as per the student strength.

The College Cleaning Committee is given responsibility for the maintenance of class rooms.

The committee informs about the maintenance, the requirement of repair / cleanliness.