



**Konkan Education Society's**

**Dr. C. D. Deshmukh Commerce and Sau. K. G. Tamhane Arts College**

Roha

**System and Procedure**

**for**

**Maintaining and Utilizing Physical, Academic and Support Facilities**

The college has a definite and systematic mechanism for maintenance and upkeep of such facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need. A technical person has been appointed for regular maintenance of IT infrastructure in the campus. A 'maintenance register' is maintained wherein complaints regarding repairs and maintenance of various facilities in the campus are registered by the staff members. These are attended by concerned technical persons on regular basis.

Facilities like classrooms, seminar halls are cleaned once in two days by menial staff. Breakage if any is reported by the cleaning staff in office. Appropriate action is taken immediately. Painting of buildings is done on periodical basis.



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