



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.

1 - Utilization of Physical Facilities:

The teaching- learning process is made conducive by the proper utilization of classrooms, laboratories, library, sport room, ground, boys' common room, girls' common room, administrative office, parking area and canteen facilities. The college ensures the proper utilization of dedicated classrooms and Smart Class Room. All the class rooms are well equipped with the projector, a computer, a close circuit television for the effective learning.

Laboratory facilities:

Laboratory policy has been formed. While the Laboratory has several instruments and equipment, the same is maintained through staff. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

Library facilities:

The library is well maintained. Dedicated time is given to the library sessions for the effective usage of the library resources. The library space is well utilized for various purposes like, newspaper reading, reading books and using internet facility. The knowledge resources are used by the students and the faculty members

Seminar hall:

The seminar hall helps the students to conduct seminars, workshops, student led conferences and induction programs. The seminar hall is used for the convocation ceremony, alumni meet and gSports Complex facilities:

Sports Complex facilities:

Sports committee looks after maintaining the sports ground and sports equipments. The celebration of the International Yoga Day has become a regular affair and many students and staff participates in the same. uest lectures.

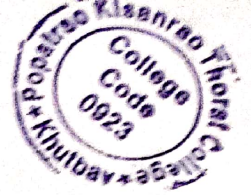
Common rooms: The boys' common room and girls' common room are utilized by the students in the recess time for taking lunch together or the preparation of various events

Classroom management facilities:

It is managed with proper systems and procedures. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management.

Maintenance of computers:

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers,



copier machines, software, CCTV, garden, security are in place. Staff members hired in the housekeeping service which looks after cleanliness of the campus.

Well-defined purchase policy developed by the Management. Purchase

Committee looks after all the purchases. College follows all safety and security norms as required for an educational institution.

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

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



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

Establishment Year - 2009

Founder

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

Principal

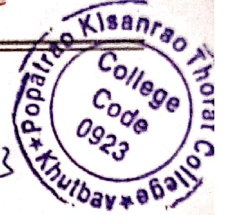
Dr. Rekha Salunke
M. Sc., Ph.D.

Ref. No.:

Computer Repairing Management Policy of our college

Date:

25/8/23



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.

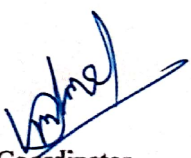
Data Protection and Backup:

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.



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Chairman, P.D.C.C. Bank Pune

Principal

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



Ref. No.:

Cleaning Management Policy

Date: 25/5/20

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:

IQAC Coordinator

IQAC Coordinator

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

Principal

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



Ref. No.:

Laboratory Maintenance Policy

Date:

25/8/23

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.



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

Principal

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

Date: 2



Ref. No.:

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

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Khutbav, Tal.-Daund, Dist.-Pune.



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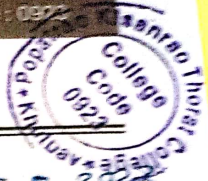
College Code : 0902

Founder

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

Principal

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



Ref. 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.





Establishment Year - 2009

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

College Code : 0323

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.

Date: 11/09/2023

Ref. No.:

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 Colle
Khutbav, Tal.-Daund, Dist.-Pun

Website : WWW.PKTCK.INE-mail : pktck923@gmail.com

Popatrao Kisanrao Thorat College, khutbav

Tal. Daund, Dist. Pune - 412203. Phone 02119 - 284012

E Mail - pktck923@gmail.com

ACCOUNTS - PAYMENT VOUCHER

Date : 28/9/2023

EXPENDITURE OF DEPT. _____

REQUIREMENT REFERENCE _____

Pay to Mr / Mrs / Miss anesh moreRs (in words Rs) fifteen thousand rs only

By Cheque / RTGS NEFT / Transfer / No. /dated _____

on (Bank Name with A/c No. College A/c No) 6029184630

as per details below & debited the same to Ledger Head _____ A/c

Particulars	Amount Rs
Toilet cleanning charge	15,000/-
If required attach details separately with this voucher	TOTAL Rs 15,000/-

Amount Receivers Sign with name DT. मोरे

* Certified that the expenditure shown in this voucher / enclosed invoice / bills is essential for the college / institutional use. The necessary documents pertaining to the expenditure incurred is / are attached along with voucher. * Certified that expenditure is personally verified by me made recommendations for the payment. * The expenditure claimed in this voucher / bill have adequate budgetary provisions. * This amount has not been claimed previously.

Remarks with verification - Head of Dept. / Purchase Committee

Verified by. _____

Office _____

Voucher No. ____ /CASH / BANK BOOK Page No. _____ Date _____

Approved for payment by mode of
Cheque / RTGS / NEFT / Transfer
No. _____Rs _____
Date _____ Office / Accounts

Passed for payment Rs . _____

B.V. Mahavidyalaya, Khutbav -PUNE

Secretary

Principal

Principal

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

Popatrao Kisanrao Thorat College, khutbav

Tal. Daund, Dist. Pune - 412203. Phone 02119 - 284012

E Mail - pktek923@gmail.com

ACCOUNTS - PAYMENT VOUCHER

Date : 11/10/23

EXPENDITURE OF DEPT. _____

REQUIREMENT REFERENCE _____

Pay to Mr / Mrs / Miss श्री. अश्विनीRs (in words Rs) 24000By Cheque / RTGS NEFT / Transfer / No. /dated 60219'on (Bank Name with A/c No. College A/c No) 60219/84630

as per details below & debited the same to Ledger Head _____ A/c

Particulars	Amount Rs
Annual maintenance charge (Computers)	24,000/-
If required attach details separately with this voucher	TOTAL Rs
	24,000/-

Amount Receivers Sign with name श्री. अश्विनी

* Certified that the expenditure shown in this voucher / enclosed invoice / bills is essential for the college / institutional use. The necessary documents pertaining to the expenditure incurred is / are attached along with voucher. * Certified that expenditure is personally verified by me made recommendations for the payment. * The expenditure claimed in this voucher / bill have adequate budgetary provisions. * This amount has not been claimed previously.

Remarks with verification - Head of Dept. / Purchase Committee

Verified by. _____

Office _____

Voucher No. ____ /CASH / BANK BOOK Page No. _____ Date _____

Approved for payment by mode of
Cheque / RTGS / NEFT / Transfer
No. _____Rs _____
Date _____ Office / Accounts

Passed for payment Rs. _____

B.V. Mahavidyalaya, Khutbav -PUNE

Secretary

Principal

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Khutbav, Tal.-Daund, Dist.-Pune.