

# **Procedures and Policies for Maintaining of Infrastructure**

The college has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The said work is monitored and controlled by the Office Superintendent.

The college has a Maintenance Committee for planning, organizing, supervising, directing, coordinating, reporting and budgeting for the maintenance work.

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 and the others are utilized and maintained by certain academic and administrative committees and office staff. The staff members and students handle the equipment with care.

## **College Development Committee:**

According to Maharashtra University Act 2016, the College Development Committee-CDC (previously known as Local Managing Committee) comprising of representatives of management, teaching staff, administrative staff, community and students has been formed to take proper decisions and implement them for the betterment of the college and for the welfare of the students. The Institution has a provision of budget allocation for various activities. The CDC monitors the overall functioning of facilities and services. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned in the meetings. The requirements of large expenses are sent to the Management Council for approval and funding.

## **General measures for maintenance and optimum utilization:**

1. Departments and office staff take care of the facilities provided to them.
2. Classrooms, administrative section, library, laboratories, and washrooms are cleaned by the support staff.
3. Instructions are displayed for the proper use of infrastructure facilities.
4. The technical staffs look after the ICT facilities. For major problems, the college has AMC with the local service provider. The laboratory assistant having technical and mechanical skills looks after the day to day maintenance of infrastructure.

5. Students carefully use main instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
6. Fire extinguishers are placed in appropriate places, and they are refilled periodically. For library books and office, document preservation periodic paste control is carried out.
7. An external electrician takes care of electric fittings and wiring periodically.
8. Campus landscaping of available free land is carried out by tree plantation.
9. For drinking water supply the college has a water cooler which is maintained by the support staff.
10. Separate arrangements for collecting wet waste and dry waste
11. Adsorption pit arrangement on the side of bathroom and canteen building
12. Social, Health, Safety, No Smoking Panels in campus
13. Directional map of the campus.

### **Maintenance and utilization of Laboratories:**

1. The equipment of science laboratories is cleaned by the lab assistants of the related laboratories. (Geography lab, B.Sc.I.T. lab)
2. When instruments are not in use they are kept in the cupboard or wrapped properly.
3. Science departments have a number of equipment which needs a regular maintenance.
4. The high-end instruments are mainly maintained by the service engineers of the respective agencies who visit the institute for maintenance on call.
5. The instruments are also calibrated as part of their maintenance.
6. Such calibration is done regularly or as per the need by the expert faculty members in the respective departments.
7. There are instruction boards for the students to use the equipment carefully

### **Maintenance and utilization of Library:**

Library Committee and Book Bank Committee are the two committees which oversee the smooth and effective functioning of all the services provided and overall development of the library.

1. Three library attendants are assigned to handle, clean and maintain library furniture and equipment.
2. Book-binding is done regularly to preserve old loose books, journals.
3. Stock verification is done at the end of the year.
4. The library has a notice board giving instructions to students and staff for handling the books and journals carefully.
5. The books, racks and furniture are cleaned at regular intervals.
6. The library periodically conducts pest control to save books from pests.
7. The library has a policy for disposal of damaged books. All books are checked for reusability before being disposed. Old books are discarded at the college level.

## **Maintenance and utilization of Sport Complex:**

Gymkhana committee takes care of utilization and maintenance of playground and indoor stadium and all the sports material with the help of support staff and students. Maintenance policy is as under-

1. Grass cutting, weeding, watering is done regularly on the playground.
2. Oiling and cleaning of gym equipment is done regularly.
3. Security guards are also posted at the entrance of the playground.
4. Similarly, land levelling, maintenance, rolling, cleaning, are done regularly.
5. Soil, sand etc. where necessary for soil / ground maintenance is purchased. The ground layout has changed to accommodate new types of games on the same ground.
6. Sports equipment is purchased / upgraded as per requirement.
7. The roof of the gym is repaired every year because it has many leaks and the rain is very heavy.
8. Volleyball and other sports equipment are checked regularly for any damage/repair.

## **Maintenance and utilization of IT facilities:**

1. In case of physical damage we call an expert from related agencies.
2. Maintenance and utilization of software is done through Annual Maintenance Contract (AMC).
3. Maintenance of all IT facilities such as computers, projectors laptops, printers, etc. is done regularly by the technician as per requirement.
4. Power back up is provided to the computer systems to use them optimally.
5. We regularly update the operating systems, software, hardware, etc.
6. The Course Co-ordinator lists the software requirements as per the need of the syllabus and submits it to the Lab Coordinator.
7. The computer section coordinator verifies the requirement and forwards it to the Principal.
8. The Principal checks the requirement and it is submitted to the Management with a Purchase Request for their approval.
9. Once it is approved by the Management, the central Purchase Department has procedures in place to do the needful.

## **Maintenance and utilization of classrooms:**

1. Broken desks are repaired or damaged desks are replaced by new ones.
2. Blackboards, glass panels of windows if broken or damaged are replaced urgently.
3. Electric fans, bulbs, etc. are maintained properly.
4. The classrooms are cleaned regularly by the support staff.
5. Dustbins are kept in all classrooms and passage area.
6. Painting of classroom walls and ceilings is done regularly to maintain a good atmosphere in the classroom.

## **Maintenance and utilization of support facilities:**

For maintenance and utilization of Website, Biometric machine there is AMC. Physical facilities like water supply, plumbing, water cooler, inverters, sound system, electric appliances, Xerox machines, furniture, fans, air conditioners, CCTV network, etc. are maintained by calling the experts from related agencies as per requirement.

There are fire extinguishers mounted in the library, Arts wing, administrative section and Geography lab, Computer lab.

For precautions which are maintained by calling experts as per requirement.

The college receives assistance from technicians of MSEB and BSNL Offices as and when necessary.

The physical equipment is maintained and taken care of with the help of people concerned to the areas respectively.

A person is appointed for cleaning and hygiene of the toilet blocks in the college premises.