



Mahatma Gandhi Vidyamandir's

**Smt. Pushpatai Hiray Arts, Science and Commerce Mahila
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

Affiliated to Savitribai Phule Pune University

*Maintenance and Utilization
of Physical, Academic and
Support Facilities
Policy and Procedures*

Introduction:

For the upkeep and use of physical, academic, and support facilities, the college has set up methods and practises. College maintains vital facilities on a regular basis and periodically replaces them.

In order to ensure efficient mechanism, an effective process for maintaining the infrastructure and other amenities is implemented.

Objectives:

- To develop the processes for building new physical facilities and expanding existing ones
- To create and maintain the infrastructure necessary for the activities and processes involved in teaching and learning
- To evaluate, modernise, and improve the facilities
- To avoid improper usage of resources and services.

Guiding Principles:

- The efficient use of available finances for maintenance and the expansion of different infrastructural facilities are under the control of the College Development Committee (CDC). Additionally, it makes the furniture, equipment, laboratory instruments, etc. procurement process and approves the institution's budget.
- The newly built facilities are used and kept up according to institution's established regulations. The parent institute has established arrangements and appointed an Estate Engineer and Estate Supervisor to ensure the smooth operation of the facilities and to handle matters relating to campus upgrades, maintenance, and repairs. For maintaining the infrastructure facilities, Annual Maintenance Contracts (AMCs) are formed. AMC is designed for electrical, plumbing, equipment, expensive instruments, water storage cleaning, pest control for the library and record room, furniture care, and security services.
- Daily campus cleaning and housekeeping tasks are contracted out to a group of female staff workers.
- Drainage and water pipes are routinely maintained.
- The garden is maintained and looked after by the teachers, students, support workers, and other specialised staff.

- All stakeholders are motivated and exert effort to maintain a beautiful and neat campus. On campus, adequate precautions are taken to ensure that water and energy are always available and used to their maximum potential.

1. Laboratories:

- A lab assistant and attendant are present in every laboratory. The person in charge of the lab ensures to it that it is regularly maintained and upgraded with the appropriate tools to meet the changing demands of the students.
- A computer technician maintains the hardware and software to guarantee efficient operation and extended service life.
- Physical verification (also known as dead stock verification) is done on a regular basis to check for missing, broken, or inoperable equipment, etc.
- It is properly kept track of how often computers, equipment, and other materials are used in experiments.

2. Library:

- The college's library has a system and method in place to track purchases depending on the courses offered and check on the amenities to be available for stakeholders. Periodic stock verification is helpful for book acquisition and collecting.
- Support staff constantly maintains and cleans the library. To prevent pest infestations of all kinds in libraries, pest controls are used.

3. Sport Facility:

- The institute's sports committee and physical director supervise the sports facilities and events.
- The sports committee is responsible for maintaining the sports facility and its equipment.
- The sport director keeps records of the sports facilities that are used, the events that are held, the awards given to the students, etc.
- Students and staff routinely participate in the International Yoga Day celebrations since they have become a regular event.

4. **Classrooms:** According to the requirements, classrooms are built, and they are used in line with the schedules of the various courses. The cleanliness and efficiency of the classrooms are maintained.

5. **IT Facilities:** The institute's departments are all equipped with PCs, laptops, and the required software. The IT infrastructure is maintained by the lab technicians and system administrator.
6. **Electrical, Drinking water coolers, CCTV, etc.:** For the upkeep and repair of the electrical and drinking water facilities, the institute hired technicians (an electrician and a plumber). A network and system administration staff is hired to keep the CCTV surveillance system and internet connectivity operational.

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Place: Malegaon