



J.B.S.P. Mandal's

Arts & Science College, Shivajinagar, Gadhi

Internal Quality Assurance Cell

4.4.1:- SOP for Maintenance of Campus Infrastructure

Policy for Maintenance of Infrastructure

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities

Introduction:

The College is committed to provide the academic ambience, accordingly services and facilities are developed for the benefit of the stakeholders. The need of maintenance and utilization policy arises for smooth functioning of these services and facilities.

Statement:

The policy assures the optimum utilization and proper maintenance of physical, academic and support service facilities of the college to accomplish the high degree of excellence.

AIMS OF THE POLICY

1. To achieve optimum utilization of facilities and services for the benefit of stake holders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replacement and repairing of the resources.
5. To set standardized maintenance and utilization procedures for resources.

Mechanism for implementation of the policy: The following mechanism is developed to look after the maintenance, up-gradation, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

Administrative office: The administrative office is a ground level step to fulfill the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the principal. The office superintendent looks after this all-routine maintenance.

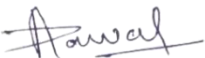
Maintenance committee: The committee is headed by a senior faculty takes annual review of the facilities and services. The Principal of the college is an invitee to these meetings. In

These meetings, priorities are fixed and important decisions are considered in IQAC and CDC meetings. After receiving permissions in CDC committee, maintenance expenses are Utilized as per the pre- determined procedures.


College Development Committee: CDC monitors overall functioning of facilities and services. The absolute and essential requirements of minor expenses of maintenance or Replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding. For ICT facility Maintenance and up-gradation College hires the technical staff.

General measures for optimum utilization:

1. Departments and office staff takes care of facilities which are provided to them.
2. Instructions are displayed for the proper use of infrastructure facilities.
3. For computer repairing and ICT facilities, the college has hired local service providers.
4. The support staff having technical and mechanical skills looks after day to day Maintenance of infrastructure.
5. Students carefully use major instruments and hazardous chemicals under the supervision of the teaching or non-teaching staff.
6. Fire extinguishers are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use.
7. For library books and office document preservation periodic pest control is carried out.
8. Electric fittings and wiring are periodically monitored by parent institute experts for replacements and repairing.
9. For maintaining aesthetic value of campus, tree plantation and drip irrigation is done and maintained for proper landscaping on available land is carried out by extensive potting practice also.
10. For drinking water supply the college has installed water purifiers which are maintained by the support staff.
11. Rain water harvesting pipes and drain pipes are properly cleaned time to time.
12. The college ground is maintained regularly with the help of students and support staff.
13. The college women hostel is minted regularly with help of students and support staffs.


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