



Maratha Vidya Prasarak Samaj's
KARMAVEER SHANTARAMBAPU KONDAJI WAVARE
ARTS, SCIENCE AND COMMERCE COLLEGE, CIDCO

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Maintenance and Utilisation of Infrastructure and Facilities

Maintenance Policy

Introduction:

A comprehensive maintenance policy has been formulated at the Institutional level for the smooth academic functioning. The maintenance policy integrates ideas of protection, preservation, promotion of optimal usage and commitment to lower maintenance costs of IT equipment, electronic equipment, electrical equipment, physical infrastructural elements, garden, sports equipment, software and every other resource that is being used or will be used for achieving organizational goals. This is done with a view of promoting a sense of responsibility amongst the students and the staff that the resources of the institution are partly owned by them and that they too are responsible for their (resources) optimal and correct utilization. Institutional physical infrastructure along with other electronic and IT equipment are part and parcel of the routine academic programs and knowledge activities conducted on the daily basis and without such infrastructure and accessories it would be impossible for any educational or other institutions to function at all; forget smooth functioning, hence it becomes an utmost priority to look after and maintain such valuable resources in the best possible way. The institution boasts of a sprawling campus with best possible amenities for the students and staff. Well-equipped class rooms and various laboratories, well stocked library and latest sports and gymnasium equipment with a large centralized multipurpose hall for musical and other theatrical performances. Indoor gymnasium and green gymnasium, Canteen, basketball and volleyball ground, boys' room, girls' room, health checkup room, day care center, fresh rooms etc. are all quint essential for imparting all round personality development exercise along with regular educational and disciplinary efforts. This document highlights maintenance structure that has been organized at the Institute level and its structural and functional aspects.

Objectives of Maintenance Policy

- To ensure and enable maximum optimum utilization of infrastructural, physical and other allied resources.
- To complete timely upgradation, replacement, repairing of the resources.
- To prevent mishandling of resources and services.
- To set standardized maintenance and utilization practice for resources.
- To ensure proper safety at the workplace to avoid any accident / fatal occurrence

Scope of the Maintenance Policy:

The Institute has a well-structured, formulated, and refined mechanism to maintain the physical, academic, sports and educational support facilities. The IQAC is assigned with the task to organize a committee list in consultation with the college administration. Each committee is headed by a representative (Senior academic in charge) to develop a sense of commitment, teamwork, synergy, and an ownership energy towards the resources of the Institution. Policy thus formulated would enable mutual participation, responsibility, and protective sense in establishment of optimal norms for secure, safe and long-term protection and utilization of institutional resources. Thus, formulated committees are entitled to bring about:

Maintenance of the Infrastructural facilities such as classrooms, laboratories, xerox and other machineries, multipurpose hall, buildings, gymnasium, canteen, playground, electrical installations, plumbing installations, CCTVs, and other security installations is catered to by the respective committees and HOD's of the concerned departments. Any latest planned constructions, additions, extensions are moderated through planning committees and management council of the institute. The cleaning and gardening staff is responsible for maintaining the Campus, buildings, classrooms, laboratories, fresh rooms, gymnasium, and open areas clean. The Institute's NSS wing assists the staff and gardeners in maintaining the campus neat and clean occasionally. Maintenance and up-gradation of the IT infrastructure is done by the IT Equipment & Network maintenance committee along with Laboratory & ICT Committee, they comprise of Lab. Technicians, Lab. Assistants, expert staff of IT and Network management. As and when required external experts are also called on campus for due maintenance and repairs. These committees enable that all departments get equipped and upgraded with the contemporary ICT tools. Departmental stock registers are maintained by the respective Lab. Assistants for due purchases, additions as well as repairs and faulty computers, printers, copiers etc. The Sports Committee maintains all gaming equipment's (wall mounted and other) along with the maintenance of the playground. It is responsible for gymnasium maintenance also and works in tandem with physical education department under the leadership of physical director. The library committee is responsible for stock maintenance, purchase, arrangement and protection of academic books, journals, and other books also. For each academic year, a purchase requisition is forwarded through HOD's of each department to the library committee which in consultation with the administration department and management council approves the final purchase list and budget from the allocated funds. Library attendants and staff are also responsible for the cleanliness and updation of library software. Equipment and general security committee is responsible for general campus security and security of playground, buildings, labs, electrical and water installations, CCTv' and other electronic security equipment as well.

Structure & Functionality:

The Maintenance Policy of institute for maximum optimum utilization and preservation of physical, academic and support system is as follows:

I. The Institute's IQAC committee plays key role in recommending, providing, and maintaining the physical, academic and support facilities of the institute. The institute ensures about the availability of infrastructure in appropriate manner for academic growth and then decides the future plans.

II. There is a respectable communication and co-ordination among the mother institute, CDC committee, Principal and IQAC for the academic activities and recommendations to the institute regarding timely conduct and implementation of maintenance policy.

III. The parent institute, Maratha Vidya Prasarak Samaj, Nashik has already appointed various agencies for maintenance services for computers, printers, laptops, Wi-Fi routers, furniture, building, plumbing, other equipment and so on. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

IV. A brief description is presented below on maintenance and utilization of some facilities.

Purchases - For purchases of institute level, the departments are required to submit the material requisition application as per their requirements to IQAC which is discussed during the IQAC meeting and then the requirements are forwarded to the purchase committee for recommendation. The purchase committee after discussing on received applications and requirement of departments, forwards it to the administrative office for quotations and then follows the purchase procedure as per the instructions of the mother institute.

Standard Operating Procedures are existing for maintaining and utilizing physical, academic and support facilities.

a. **Laboratories** are well equipped and are maintained regularly without disturbance the academic schedules.

b. The in-house maintenance and repairs are addressed by the respective department's computer operators and laboratory attendant for other equipment's who are well qualified, experienced and trained.

c. **Library** department staff updates its books repository on six monthly and yearly basis as per the changes in the curricula. Inputs from the students and faculty are collected in the prescribed format for books to be procured other than the syllabus. Library Committee discusses and approves the procurement of these books.

d. The **gymnasium and other equipment** servicing is taken up as and when required under the supervision of the Department of Physical Education and sports. The playgrounds are made ready and kept up to the mark before the commencement of sports activities or tournaments.

e. The requirement of computers for academic purposes is taken care and additional Nos. are also procured to enable the usage for the research and the project work. **Stipulated procedures** are documented and executed for the maintenance of the systems. Many classrooms in the institute are ICT enabled. The devices are maintained on a regular basis. Department constantly monitors and keep up the usage of the systems. Additional ICT equipment is procured and kept

ready for the replacement while the damaged one is sent for repair. This enables for the smooth classroom delivery without causing disturbance to the lecture.

vi. **Maintenance Committees** –

General Maintenance team: The institute has a maintenance team headed by the principal of the institute. The office superintendent is coordinating the maintenance team of institute and he is overall in charge for the maintenance of infrastructure. He is assisted by a carpenter, an electrician, a plumber and the support staff team as per the agreement and guidelines of mother institute. Besides regular maintenance work, any major repair or renovation work is reported to the Management team who in turn, outsource it to appropriate agencies.

The classrooms, staff rooms, labs, library, botanical garden, sports grounds, parking sheds and common campus areas are cleaned daily by the support staff.

The restrooms for boys and girls are cleaned twice a day.

Continuous flow of water is ensured in restrooms.

Refilling of sanitary napkin vending machines are done on regular basis.

1. Library Committee: The Library Committee along with the Librarian and other library staff facilitate in preparation of budget for the library, allocation of the budget amongst departments, procurement and management of books and journals. The committee also organizes library orientation programme for first year students as well as organizes books exhibitions.

Librarian with supporting staff has been appointed to maintain the central library. They focus on the availability and utilization of instructional material in the teaching and learning process. At the end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Librarian along with supporting staff is responsible for maintenance of books, journals, magazines, newspaper, racks of books, furniture and other utensils with the help of external agencies if needed. For IT infrastructure available at library is maintain as per the agreement with external agencies and as per the guidelines of mother institute.

2. Laboratory and ICT Committee: These committees comprise of faculty from the relevant streams/courses and department. Prior to the semester, list of equipment needing maintenance is forwarded to the general maintenance committee and principal for necessary approval and sanction. Requisition for new material be it equipment, consumables or software is routed through the committees.

(All Labs including Computer and IT Lab): Each laboratory has one teacher as lab- In- charge and an Attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipment etc. Preventive maintenance and performance monitoring is carried out.

3. Physical Education and Sports Committee: Sport complex/ Ground/ Equipment: Physical Director of the institute looks after the sports facilities and the activities. The sports equipment is issued to the students as per the schedule of the events. If any equipment gets faulty, the sports director submits a proposal for maintenance. Preventive maintenance measures are taken

in time. The Sports director is responsible for keeping the record of utilization of sport Facilities, activities held, and awards for the students etc

4. Classroom Maintenance Committee: Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned daily monitored by the institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the classrooms. The committee is responsible for the campus as well, though the class rooms, labs, student rooms are cleaned by the appointed staff, the campus cleaning and playground maintenance and cleaning are done by joint efforts of menial staff, groundmen, gardeners and cleaning staff.

5. IT Equipment & Network Maintenance Committee: All departments in the institute have PCs, essential software, and peripherals. The Technical Expert and the system administrators maintain the IT facilities in the institute. In case of major maintenance issues, maintenance vendor Multinet Computers is hired by the parent institute for maintenance of IT facilities. Lab In charge, laboratory assistant, laboratory technicians, network assistants etc along with the maintenance also keep stock of new purchases, repairs and renovations and each of the purchase and repairs activities are done under able guidance of administration and purchase committee. LCD projectors, Computers, Photocopy machines and printers are maintained with the help of external agencies.

6. Equipment & General Security: To maintain electrical connectivity and CCTV security system, network and system administration team has made an agreement of maintenance with professional service provider as per the guidance of mother institute. A Security staff is employed to safeguard the whole premises. Fresh rooms, building doors and fence, parking lot, water installations, garden decorations and other external features are also maintained and safeguarded.

7. Campus Maintenance: The institute supporting staff is maintain the cleanliness of the campus area on daily basis. The overall campus of institute is cleaned twice a day. The security team is also support for the maintaining discipline and cleanliness of institute campus.

8. Security Measures: The campus is covered through CCTV surveillance which is maintained by the service provider of the institute. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff.

9. Fire Extinguishers: 9 fire extinguishers are in place and refilled on regular basis. Overhead water tanks in both building with a capacity of 5000 liters each are connected to hoses which are available to meet any unforeseen contingencies.

Institutional Maintenance Table:

Sr. No.	Infrastructural Components	Monitoring Authority	Maintenance Agency	Contact No.
1	Computer and IT Laboratories	HoD, Computer Science Dept.	Multinet Computers	
2	RO Plant and Water Purifier	Office Superintendent		
3	Xerox Machines	Office Superintendent	Multinet Computers	
4	Wi-Fi and Internet	Office Superintendent	Multinet Computers	
5	CCTV Camera	Office Superintendent	Multinet Computer	
6	Electrical & Electricity	Office Superintendent		
7	Plumbing and House Keeping	Office Superintendent	Perfect Plumbing Work	9637637133
8	Furniture Repairs	Office Superintendent		
9	Fire Extinguisher	Office Superintendent		
10	Bio Metric Attendance	Office Superintendent	Multinet Computer	
	Vermi Compost unit	HOD, Zoology Dept.		
12	Green Gymnasium	Physical Director	Jay Sports, Nashik	9975559138
13	Indoor Gymnasium	Physical Director	Jay Sports, Nashik	9975559138
14	Sanitary Napkin Vending Machine			
15	Pest Control	Office Superintendent		
16	Botanical Garden	HoD, Botany Dept.		
17	Security Guard	Office Superintendent		
18	Building Maintenance	Office Superintendent		
19	Stationary	Office Superintendent	Jyoti Stores, Nashik	

Conclusion:

In totality it can be said that each and every student and staff indirectly are a part of the maintenance committee. Principal, Directors, HOD's, In-charges, Assistants, Technicians, administrative staff, nonteaching staff etc. each and every individual including the students contribute and bring about transparent and effective implementation of the maintenance policy. The maintenance policy is a regulatory guideline and controlling document which enables

coordinated, continuous and comprehensive adherence to the minutest level to protect, secure, enhance, control and promote maximum and optimum utilization of the institutional resources , which at the same time should be available and accessible to each and every individual affiliated to the institution. The utmost desired outcome of a successful maintenance policy is continuous minimization of costs of maintenance parallel to the continuous increment in the physical and supporting infrastructure.



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