



Policy for Maintenance and Utilization of Physical, Academic and Support facilities

POLICY NAME	Maintenance and Utilization of Physical, Academic and Support facilities	POLICY NO.	APN/2019/4.1
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ADMINISTRATOR RESPONSIBLE	Principal	DRAFTED BY	Internal Quality Assurance Cell
APPROVED BY	Building and maintenance Committee, IQAC	SUPERSEDING AUTHORITY	Management Council
REFERENCES	-		

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1 PURPOSE AND OBJECTIVES

1.1 Purpose: The institute functions in a huge campus of 50 acres to deliver teaching, learning and research programmes. A well-developed policy for Maintenance and Utilization of Physical, Academic and Support facilities is necessary. The policy provides transparent and user friendly guideline for efficient utilization of facilities based on the educational, research and administrative requirements. This policy provides a framework for the optimal use of physical infrastructure and review of spatial requirement for operations.

1.2 Objectives:

- To increase functional reliability of facilities.
- To enable product or service quality to be achieved through correctly adjusted, serviced and operated equipment.
- To maximize the useful life of the equipment.
- To minimize the total production or operating costs directly attributed to equipment service and repair.
- To minimize the frequency of interruptions to production by reducing breakdowns.
- To maximize the production capacity from the given equipment resources or facilities.
- To enhance the safety of manpower.

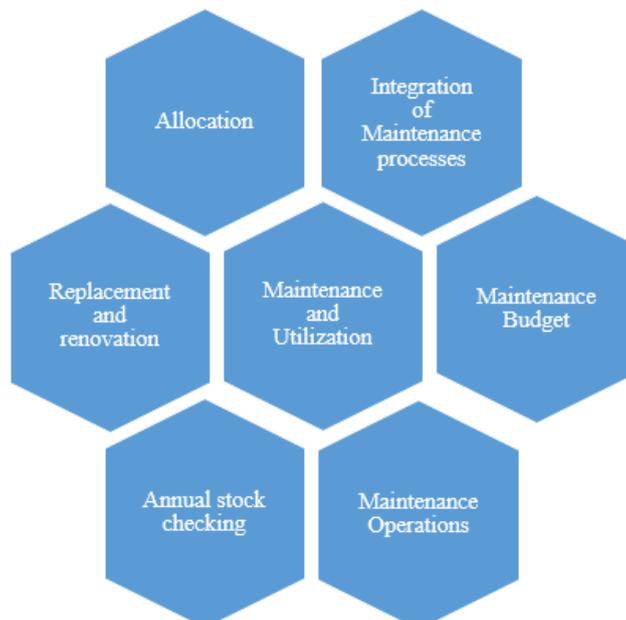
2 SCOPE

2.1 The policy applies to the Management Council, governing council, Finance Committee, Principal, Building and maintenance committee, central purchase committee, Estate manager and Registrar.

3 POLICY STATEMENT

3.1 The policy for Maintenance and Utilization of Physical, Academic and Support facilities is chalked out to provide instructions to students, staff and other stakeholders of the college regarding judicious utilization and maintenance of infrastructural facilities including buildings, grounds, lawns, parking space, library, equipment, furniture etc.

3.2 A visual representation to understand the policy is given below:



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4 DEFINITIONS

- 4.1 Facility: The term 'facility' refers to the physical infrastructure like college building, laboratory, sports space, gymnasium, equipment, furnishing, parking space, canteen etc. in the college campus.
- 4.2 Equipment: Items acquired by college including but not limited to sports, laboratory, IT with prior written sanction by the Principal.
- 4.3 Furnishings: The items acquired by the college including but not limited to tables, chairs, benches, storage spaces, workstations, file cabinets, curtains, blinds etc.
- 4.4 Maintenance: The act of keeping physical infrastructure in acceptable condition or at a prescribed level of performance.
- 4.5 Maintenance Plan: Information, policies and procedures for the optimal maintenance of physical infrastructure.
- 4.6 Maintenance standards: The standards set for the maintenance usually contained in the preventive maintenance schedules, operation and maintenance manuals, regulations etc.
- 4.7 Planned maintenance: Maintenance performed as a result of the condition of a physical facility determined by periodic inspection.
- 4.8 Corrective maintenance: Maintenance action performed as a result of failure of a facility.
- 4.9 Routine maintenance: Day to day operational activities to keep the facility operating.
- 4.10 Service maintenance: A type of planned maintenance undertaken seasonally or annually to enable the required level of service to be delivered.
- 4.11 Unplanned maintenance: Corrective work required in the short term to restore an asset to a working condition.

5 PROCEDURE

5.1 Allocation and utilization of Physical infrastructure-

5.1.1 Classrooms and laboratories:

- 5.1.1.1 The principal constitutes a timetable committee including Vice Principals of the faculties, office representatives and some senior teaching staff.
- 5.1.1.2 Departmental time tables are submitted by Heads of respective departments as per the workload suggested by UGC/ DHE/SPPU.
- 5.1.1.3 The committee in consultation with HoDs and Vice Principals prepare a ground time table.
- 5.1.1.4 The final allocation is done in consultation with estate manager keeping in mind the size of classroom and strength of the class.
- 5.1.1.5 The HoDs ensure that laboratory space is optimally utilized for laboratory and research purpose at all times.

5.1.2 Office space:

- 5.1.2.1 The office space is the space allocated to administrative staff, HoDs, IQAC, Librarian, or any committee as available in the best interest of the college.
- 5.1.2.2 The Principal allocates departmental offices and administrative offices are allocated by the registrar in consultation with the Principal.

5.1.3 Library Space:

- 5.1.3.1 Library space facilities are extended to the current students, present faculty, staff and registered external members.
- 5.1.3.2 The external users can be research scholars, alumni, parent, retired staff members and other persons with prior permission of Librarian and Principal.

5.1.4 Sports facilities:

- 5.1.4.1 All sports facilities present in the campus are used for sports education, training competition and recreation of the college students, faculty and staff members.
- 5.1.4.2 The schedule of the gymnasium and ground use is decided by Director of physical education in consultation with the Principal.

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- 5.1.4.3 College sports facilities can be allocated to the external users for intercollegiate University level or other sports competitions with prior permission of the Principal.
- 5.1.4.4 The college ground can be used as Helipad as per the directions of the District/ State authorities whenever received.
- 5.1.5 Common spaces:
 - 5.1.5.1 Common spaces of the college include Auditoriums, Seminar halls, board room, Open theatre, common rooms, Staff room(s), parking spaces and canteen.
 - 5.1.5.2 The common space not limited to those mentioned above can be utilised for co-curricular and extracurricular activities of the institution or for providing leisure facilities to the staff and students.
 - 5.1.5.3 The common spaces can be allocated to college and external users only through prior permission of the Principal unless the facility is meant for specific use.
- 5.1.6 Equipment:
 - 5.1.6.1 IT equipment are allocated by IT administrative committee (IT Policy APN/2020/3) and operated by trained personnel authorized by the committee.
 - 5.1.6.2 Internal users requiring to use non-allocated IT resources can do so by seeking prior permission from the competent authority- Principal.
 - 5.1.6.3 The college owned equipment can be used by the external users only in case of a formal collaboration or with prior permission of Principal.
 - 5.1.6.4 Departments shall be allocated laboratory adequate equipment for conduct of practical sessions and research.
 - 5.1.6.5 Custodial departments have primary responsibility for the care, maintenance and control of the equipment allocated to them.
 - 5.1.6.6
- 5.2 Maintenance of Physical, academic and support facilities-
 - 5.2.1 Classrooms, Smart classrooms and Laboratories:
 - 5.2.1.1 Classrooms with furniture are maintained by the estate manager.
 - 5.2.1.2 Laboratories with teaching aids are maintained by the respective departments and attendants supervised by respective HoDs.
 - 5.2.1.3 Items such as blackboards, fittings, furniture are regularly renewed and repaired as a part of maintenance policy.
 - 5.2.1.4 The HoDs report to the administration periodically for the maintenance work.
 - 5.2.1.5 Cleaning of the classrooms is performed every evening after the classes or practical are over.
 - 5.2.1.6 Whitewash of the laboratories and classrooms is done on cyclical basis and on need base as the situation may be.
 - 5.2.2 Library and Library resources:
 - 5.2.2.1 The library staff is instructed in the care and handling of the library documents during processing, shelving and conveyance of the documents.
 - 5.2.2.2 Bound volumes are carefully stacked to maintain the shelf life of the books.
 - 5.2.2.3 Pest management is done to minimize the problems caused by insects including ants and termites. Borax and Sodium fluoride is applied to prevent cockroaches and silver fish respectively.
 - 5.2.2.4 Weeding out is done as per need.
 - 5.2.3 Seminar halls, Auditorium and Board room:
 - 5.2.3.1 Seminar halls and auditorium are under the purview of registrar and the general maintenance is taken care by the housekeeping team under the supervision of estate manager.

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- 5.2.3.2 Maintenance of IT facilities at the seminar halls and auditoriums are taken care by IT administrative Committee.
- 5.2.3.3 Board room is under the purview of the executive officer of Shikshan Prasarak Sanstha and the maintenance and care is taken care under his supervision.
- 5.2.3.4 For accessing the facilities, the organizing faculty/ department submits a requisition to the registrar/ executive officer with details of date of event, time etc.
- 5.2.4 Electronic facilities and IT facilities:
 - 5.2.4.1 IT administrative committee and its support staff will maintain the IT facilities including projectors, smart boards, laptops, computers, printers, UPS and servers.
 - 5.2.4.2 The service under Annual maintenance contract (AMC) shall be utilized wherever applicable.
 - 5.2.4.3 To minimize the generation of e- waste IT resources shall be serviced and reused.
 - 5.2.4.4 The outdated IT resources/ equipment are put on buy back as per the norms.
 - 5.2.4.5 Campus Wi-Fi is maintained by the IT administrative committee in coordination with service provider.
 - 5.2.4.6 The technical assistants of Instrument maintenance facility will do routine check every month and report the status to the Principal.
- 5.2.5 Laboratory equipment:
 - 5.2.5.1 The equipment will be recorded in the stock register and log books after the purchase.
 - 5.2.5.2 The equipment will be checked annually by the stock checking committee.
 - 5.2.5.3 HoDs and faculty are accountable for proper use of the equipment. If the equipment needs major maintenance, the requisition will be made to the IT administrative committee (APN/2020/3)
 - 5.2.5.4 In case of small maintenance, the HoD will arrange for the replacement of parts costing less than Rs. 2000/-. The cost of this replacement can be remitted from the college office.
 - 5.2.5.5 HoDs must ensure that the equipment are calibrated regularly through trained technician.
 - 5.2.5.6 A maintenance register will be maintained including details of service, repair and related dates
- 5.2.6 Support facilities and other amenities:
 - 5.2.6.1 The sports equipment, fitness equipment, ground etc. are supervised by the Director of Physical education; maintained by the support staff.
 - 5.2.6.2 Expensive equipment are maintained through Annual maintenance contract.
 - 5.2.6.3 The maintenance record of Power generator is entered in the log book along with diesel input and working hours.
 - 5.2.6.4 The solar panels are regularly serviced under the Annual maintenance contract by the service provider.
 - 5.2.6.5 The campus is equipped with 24/7 safe drinking water using water purifiers and water tanks cleaned regularly.
 - 5.2.6.6 Fire extinguishers are installed in all laboratories, offices, seminar halls etc. as per requirement.
 - 5.2.6.7 Canteen facility is provided by the service providers through contract.
 - 5.2.6.8 The institution is under 24/7 CCTV surveillance taken care by the IT administrative committee.
 - 5.2.6.9 The maintenance of water pumps, water storage tanks, sewage etc. are under the supervision of estate manager as per the preventive maintenance schedule.
 - 5.2.6.10 Day to day maintenance including light bulbs, water leakages, taps, valves, locks, handles are taken care by registrar/ building and maintenance committee.

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5.3 Annual Stock Checking-

5.3.1 Annual stock checking of furniture, lab equipment, stationery, IT facilities etc. will be done under the supervision of executive officer and the report will be submitted to the Principal.

5.4 Replacement of equipment/ IT resources-

5.4.1 To minimize the generation of e- waste IT resources shall be serviced and reused. The outdated IT resources/ equipment are put on buy back as per the norms and new items are procured through standard process (APN/2020/3).

5.5 Renovation, refurbishment, alteration or up-gradation of existing infrastructure-

5.5.1 Renovation, refurbishment, alteration or up-gradation of the existing facilities is done as per requirement in consultation with Building and maintenance committee.

5.5.2 The requisition for the same is submitted to the management of the college and work is carried out under the supervision of Building and maintenance committee.

6 RECORDS

6.1 Requisition form

6.2 IT resource Complaint Registration Form Requisition Form

6.3 Annual stock check register

6.4 Comparative statement

6.5 Departmental log books

6.6 Monthly lab maintenance report

7 RELATED POLICIES

7.1 IT administration and Management Policy (APN/2020/3)

7.2 Policy for finance and purchase. (APN/2020/4)

8 FEEDBACK

8.1 Staff and students may provide feedback about this document by emailing maintenance@sangamcollege.edu.in.

9 APPENDICES

Appendix 1: Format for Complaint Registration Form

 ॥ प्रज्वालितो ज्ञानमयः प्रदीपः ॥	Sangamner Nagarpalika Arts, D J Malpani Commerce and B N Sarda Science College (Autonomous), Sangamner	For internal use only
	Complaint Registration Form	Page: 1 of 1
Department/ Laboratory No.	Date:	Time:
IT resource affected:	Requester Name:	
Caller/ Supplier Name:	Phone:	

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Phone:		e-mail:	
Fax / e-mail:			
Description of failure/ issue/ problem along with error code and/ or snapshot			Name and Signature of requester:
<i>(For the use of IT administration Committee)</i>			
Root cause:			
Complaint received (Date and Time)	Due date for resolving complaint	Complaint resolved status(Y/N) with date and time	Further action
Complaint closed: at:		Name:	Signature: