

Shri Chhatrapati Shikshan & Arogya Prasarak Mandal's

# Shri Sant Gajanan Mahavidyalaya Kharda

Tal. Jamkhed Dist. Ahmednagar

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

### **Introduction:**

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

### **Statement:**

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

### **Aims of the Policy**

1. To achieve optimum utilization of facilities & services for the benefit of stake holders.
2. To receive constant, uninterrupted & smooth functioning of physical, academic & support facilities.
3. To prevent misuse & misconduct of resources & services.
4. To achieve timely up-gradation, replacement & repairing of the 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 fulfil the commitment expressed in the policy statement. Day to day maintenance care is taken by the administrative office, in consultation with the principal. The office registrar looks after this all-routine maintenance.

**Maintenance committee:** The committee headed by a senior faculty takes annual review of the facilities and services. The coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC & CDC meetings. After receiving permissions in IQAC and CDC committees, 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.

### **General measures for optimum utilization**

1. Departments & office staff takes care of facilities provided to them.
2. Instructions are displayed for the proper use of infrastructure facilities.
3. 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.
4. For library books and office, document preservation periodic paste control is carried out.
5. Electric fittings and wiring are periodically monitored by parent institute experts for replacements and repairing.
6. For drinking water supply the college has installed water purifiers and coolers which are maintained by the support staff.
7. The college decided that in the future college use only LED Bulb and Energy Saving Equipment's.
8. Furniture including benches, desk, tables, cupboards and chairs are repaired or replaced as per requirement.
9. Invertor, C.C.T.V., Computer hardware, software, LCD projectors, Xerox machine, Printers and other equipment's are repaired and maintained by the respective service providers.

  
**IC Principal**  
Shri Chhatrapati Shikshan and  
Arogya Prasarak Mandal's  
Shri Sant Gajanan Mahavidyalaya, Kharda  
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