



Guru Vishwambharkrupa Bahuuddeshiya Shikshan Prasarak Mandal Lakkadjawalga's

SHIVNERI MAHAVIDYALAYA,

Shirur Anantpal, Dist. Latur- 413544

(NAAC Accredited B+ Grade with 2.54 (CGPA))

**POLICY DOCUMENT
FOR
INFRASTRUCTURE MAINTENANCE POLICY**

INTERNAL QUALITY ASSURANCE CELL



INFRASTRUCTURE MAINTENANCE POLICY

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Shivneri Mahavidyalaya

(Arts, Commerce & Science)

NAAC accredited 'B+' Grade with 2.54 CGPA

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Principal

Dr. A. B. Dhalgade

(M.Com., M.Phil., Ph.D.)

INFRASTRUCTURE MAINTENANCE POLICY

1. INTRODUCTION

Shivneri Mahavidyalaya, Shirur Anantpal owns and operates an extensive infrastructure to fulfill the teaching, learning and research requirements. The College has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in all the campuses. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

To ensure the presence of proper infrastructure which includes land, buildings, equipment, hardware and software, laboratories, classrooms, the norms of the statutory bodies such as University Grant Commission (UGC), Government of Maharashtra and such others with regard to resource requirements shall be adhered to. At the time of starting a new programme/course, the concerned departments shall prepare a proposal and submit the same to the Internal Quality Assurance Cell (IQAC) for consideration and recommendation. The proposal shall specify the infrastructure/resource requirement and its adequacy for starting a programme/course or for addition in intake.

College regularly enhances its infrastructure by modernization of the existing resources, inclusion of new resources/technology and removal of obsolescence keeping in minds the recent developments in teaching-learning process and market trends.

2. MAINTENANCE OF PHYSICAL FACILITIES

The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by Plumber. The complaints can be registered in the compliance book kept at Construction and Maintenance (C&M) Section. The Director - Campus Development with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are outsourced on annual contract basis and available during day time in all days.

The institute outsources the maintenances of infrastructure facilities. AMC (Annual Maintenance Contract) is signed with respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency





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- Regular inspection and periodic maintenance of equipment
- Regular cleaning of computer sets, furniture, toilets, dustbins: Computer sets, printers twice a week; Furniture, dustbins – daily and Toilets-daily
- Replacement of furniture (Office, classrooms, laboratories, hostel) as when required

2.1 Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendees and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments forward a report to the Principal periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also monitored to upkeep the furniture.

2.2 Maintenance and Utilization of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following instructions are provided:

- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.





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Library is holding the physical collection is **9893 books (as on 15.03.2024)**. We have N-List e-book and e-journal facility and that facility is provided to all the teaching staff of the college. We have 32 CDs/DVDs as a part and parcel of its collection. Recently, we have subscribed to DELNET.

Arrangement of Stock:

The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification (22nd Edition) and it is been arranged according to the subjects the institute runs, respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time; whereas the stacking arrangement of Periodicals are arranged in alphabetical order by its title of the journal and technical magazines separately; as far as CDs/DVDs are concerned they are arranged in CDs/DVDs cases as per the sequence of its arrival Process:

To keep a proper track & maintenance of the library books, Library conducts the physical stock verification of books termed as 'Stock Verification Process. It is been conducted with reference to the norms specified in the "General Financial Rules: 2005" issued by the Ministry of Finance, Department of Expenditure Government of India (<https://www.finmin.nic.in/general-financial-rule>). It is been advised to all the libraries whether it is public, academic or special library to conduct the physical stock verification of library books as per their stock collection range. The books circulation counter has to be kept closed during the process to keep a proper track on the status of each and every book of the library correctly. The physical stock verification process is been conducted with the help of Bar Code Technology' using 'Microsoft Excel & SLIM21' (library management software); with the help of the latest technology library can conclude the entire process with in the stipulated time and with the help of less number of staff.

Library Advisory Committee to look after general maintenance of the library in terms of reading material and library infrastructure. It facilitates the library development plans by advocating the library development activities with the management. Librarian calls quotation from different vendor to purchase books/magazines/journals and submit to purchase committee for necessary action after principal approval. Faculty members and students can issue any books from the Library for specified period. Faculty members are allowed to keep book for one session whereas students are allow to keep for one week. Reading hall and Reference Section of the library is available for reading and reference purpose for the students and the staff members. Five computers are available which are connected to high speed internet to access online material Library cards are issued to the student and teachers on admission or appointment. With access to library services and resources even the access to ICT and IT facilities.





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2.3 Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and auditorium are under the purview of the Principal and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, faculty/ staff member applies through HOD and the date of event is registered and the halls are accessed on priority basis.

3. MAINTENANCE OF ICT FACILITIES

- In main campus, an Internet facility with 44 computer systems is available for the common purpose. The Internet Centre is maintained by Center for Computing with following staff members are available to maintain the ICT facilities including computers, websites and servers in the Campus.
- The annual maintenance includes the required software installation, antivirus and software up gradation.
- To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.
- Also, campus Wi-Fi is maintained by the College; anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.
- The college maintains Dead Stock Register regularly to keep account of the non-functional equipment and infrastructure like computers, printers, etc.
- Also, Maintenance and up gradation is looked after by respective department from time to time.
- Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Local Area Network (LAN), Wi-Fi is renewed regularly to ensure their good service.

4. MAINTENANCE OF LAB EQUIPMENT

The respective faculty members, staff, lab assistants and other service personnel are assigned responsibility to maintain the equipment under their purview. Stock registers, Goods Received Registers, log books, Bill Passing Register, tools and plant registers are maintained at the respective laboratories to report entries and defects are considered for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.

Standard operating procedures for all high end equipment are made available to the users. Users register their entries in the log books and they are responsible for the safe handling of the equipment. Breakages and repairs if any, are reported to the Head of Department or the





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faculty-in-charge as the case may be and suitable measures are taken for proper functioning of the equipment Breakage of glassware intended for use by students are entered in the breakage register and charges levied based on the cost of the equipment on the students at the end of the year and by the at the culmination of the course programme.

The condemned/obsolete items are discarded as per the procedure after getting the report and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipment and high end servers and computers

5. MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipment, fitness equipment, ground and various courts in the main campus are supervised and maintained by the HOD of Physical Education Department is responsible for the maintenance Ground level maintenance is done annually during vacation period in addition to the seasonal maintenance done once in every three months Physical Director and students of Physical Education jointly maintain the sports equipment. Seasonal maintenance of all equipment and ground are carried out regularly by the Physical Education department and Office Gymnasium and playgrounds are maintained by the staff members of the Department of Physical Education.

6. MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the campus areas in campuses including the academic and administrative buildings is performed daily morning before the regular classes begin by the Peons. Toilets are cleaned every day. The whole campus area is maintained by the Peons and the Registrar will be reporting the completion of work to the Principal every day.

7. MAINTENANCE OF OTHER AMENITIES

The water harvesting systems are maintained by the Respective Departments. The maintenance of equipment for water pumping plants is undertaken as per their preventive maintenance schedules and guidelines given by the equipment user manual. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contract, Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Office. Amenities like canteen facilities are accessible for all stakeholders and are maintained by respective service providers on annual contract basis





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8. ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, stationeries, ICT facilities, sports items and all assets and reporting of repairs is done by respective department every year.

9. REPLACEMENT OF EQUIPMENTS/ELECTRONICS/COMPUTERS

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e-waste, the outdated electronics /computers are put on buy back as per norms and new items are procured.

10. DAY TO DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs repairing water leakages leaking water pipes taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are done seriously.

11. HOSTEL

Hostel is allocated to girl students on their application; the applications are processed on merit basis.

12. PARKING

Parking facility is available for all students, teachers, staff and visitors Security guards are deployed to monitor and maintain Parking area. Parking area is cover under CCTV Surveillance.

13. SAFETY AND SECURITY

Entire College Campus is covered with CCTV Cameras in each classrooms, library, passages, parking area, college ground, office, and various places in campus.




PRINCIPAL

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