



// Education is a ladder to gather fruits of knowledge //

Tuljabhavani Mahila Mandal's

**Hemuji Chande College, Shelgaon (R),**

Tal. Barshi, Dist. Solapur (Maharashtra) 413222



### **Infrastructure Utilization and Maintenance Policy**

Policy Statement: Hemuji Chande College, Shelgaon (R) has clearly stated policy for utilization and maintenance of infrastructure that effectively facilitates curricular, co-curricular, extracurricular, research and administrative operations on the campus.

#### **Purpose/Objectives:**

- 1) To develop strategy for utilization and maintenance of infrastructure for smooth functioning of the institution.
- 2) To develop strategy to address smooth distribution of all the services and infrastructural facilities among the departments and stakeholders.
- 3) To maintain proper distribution and utilization of the campus.
- 4) To provide stakeholders satisfaction through the services provided by institutions.
- 5) To utilize and maintain class rooms, laboratories, play grounds, ICT and other facilities setting up the priorities
- 6) To utilize infrastructure of the college for all level learners, for all processes including teaching-learning, examination and evaluation, research, administration, co-curricular and extracurricular activities as per the requirements and priorities giving justice to all the stakeholders and sections of the society.
- 7) To develop mechanisms for optimum utilization of infrastructure and providing a clean, green, safe and hygienic atmosphere for all.

#### **Policy and Procedure:**

There are established systems and procedures for maintaining and utilizing physical, academic & support facilities, library, sports complex, computers, classrooms, laboratory etc.

Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities-

College makes budgetary provision under different funds for maintaining and utilizing the campus infrastructure facilities. A college development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as purchase committee, building committee, UGC planning board committee, hostel monitoring committee, library committee etc. of the college.

To maintain and upkeep the infrastructure, campus facilities and equipment, following activities are taken by the college.

- 1) Keeping stock register by the section concerned.
- 2) Annual stock verification is done by the concerned head of the department.
- 3) Regular maintenance of Sports equipment and Computer lab are done by concerned departments.



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- 4) Overall utilization and maintenance of campus is done by the authorities appointed by the higher authorities.
- 5) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by the authorities appointed by the higher authorities.
- 6) College campus maintenance is monitored through regular inspection.
- 7) Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, and updating of software by computer hardware technicians. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
- 8) The maintenance of the reading room and stock verification of library books is done by the store section at specified frequency.
- 9) Annual Maintenance Contract (AMC) is provided for the service providers.

The following infrastructure facilities are available:

a) Curricular and co-curricular activities:

Classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research, Technology Enabled Learning Spaces Smart class rooms, Commerce Laboratory, English Language Laboratory, Library & Reading Rooms, Learning and Research Centre and Research Place Rooms

b) Extra-curricular activities:

Sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc. Sports Playgrounds, 2 lawn tennis courts, Gymkhana, badminton and table tennis hall, Running tracks, basketball court, football ground, Handball court, 2 volleyball grounds, Gymnasium Gymkhana Office, Gymkhana Store, Open Air Stadium, Sanitary blocks Outdoor and indoor games Playgrounds, 2 lawn tennis courts, Gymkhana, badminton and table tennis hall, Running tracks, basketball court, football ground, Handball court, 2 volleyball grounds, Gymnasium Gymkhana Office, Gymkhana Store, Open and indoor Air Stadiums, Sanitary blocks Gymnasium yes Auditorium yes NSS office NCC office Cultural activities Multipurpose Hall Public speaking Yes, open air theater Communication skills development Lecture hall with communication tools Yoga Yes Health and hygiene Yes, first aid box, dispensary, BMI machine

Procedures followed:

- 1) Allotment of the classrooms, laboratories are done in consultation with the Principal and admission committee



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- 2) Administrative section, office requirements and administrative responsibility allotment is done by the Principal in consultation with the registrar.
- 3) Duty allotment of various sections in the library will be done by the Principal in consultation with the librarian.
- 4) Duty allotment of class four staff will be done by the Principal as per direction by the management and consultation with the registrar.
- 5) The priority and allotment of auditorium, seminar halls, Velankar hall, open air theater and grounds will be done by the Principal in consultation with the concerned department.
- 6) The decisions related to availing outsource services will be taken by the management in consultation with the Principal.
- 7) Campus development facilities and management of physical and IT infrastructure be taken by the management in consultation with the Principal.
- 8) The duties assigned, role and responsibilities fixed to perform the task by the authorities/staff concerned will be in tune with code of conduct and ethics of the institute.

**Maintenance Policy and Procedure:**

The management plans and optimally utilizes the budget for various developmental activities, such as extension, renovations and maintenance. It tracks out requirements in maintenance and upkeep of infrastructural facilities and equipment are chalked out. The funds available from external sources such as UGC and State government are availed of and utilized to the maximum extent. Extra expenses are met by the Management. The electricity transformer is installed on the campus to safeguard equipment against voltage fluctuations. A lightning arrester ensures protection of electrical and IT equipment. All computers in the campus have a UPS facility. Technicians are available on campus for the maintenance of ICT equipment, electrical and infrastructure maintenance whenever necessary. A substantial amount is allocated for the purchase of books, equipment, sports materials and computers.

**Responsibilities:**

- 1) The overall cleaning and maintenance of the classrooms, laboratories, corridors, administrative areas and toilet blocks is done by the peons, attendants and sweepers.
- 2) The management has a plumber, painter, carpenter and other skilled employees. They look after maintenance of equipment, water supply and gardening maintenance etc.
- 3) ICT facilities across the campus are maintained by maintenance technicians contacted as and when required.
- 4) Annual Maintenance Contracts (AMCs) are registered for Generator Systems, batteries, intercom, fire alarm system, CCTVs and office automation software.
- 5) Expert help is sought for taking due care of the equipment/instruments in case of failure.
- 6) High-end regulators are kept in the campus to regulate the voltage fluctuations.



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7) UPS backup with batteries for uninterrupted power supply to all equipment.

Signature and Seal of Principal