



Shikshan Mandal, Karad Mahila Mahavidyalaya, Karad

Maintenance Policy

Preamble

Shikshan Mandal, Karad's Mahila Mahavidyalaya, Karad strives for significant infrastructural development and its efficient usage. The college has established Maintenance Policy (Physical, Academic and Support) to ensure the provision of well-equipped and maintained physical, academic and support facilities to its teaching, non-teaching staff, students and other stakeholders. The primary mandate of the college is to facilitate resourceful usage of all infrastructural / support facilities to sustain the quality of teaching – learning in the college without any service interruptions.

Scope:

Maintenance Policy applies to college faculty, administrative staff, research scholars, students, support staff and others availing the physical, academic and support facilities. The present policy governs the available facilities in the campus.

Aims and Objectives:

It is the responsibility of all members of the college to use the physical, academic and support facilities effectively for the promotion of teaching, learning, research and administration. The Maintenance Policy intends to set directives about acceptable usage of all facilities and prohibited actions. The guidelines are created to help the college administrative staff, faculty, research scholars, students, and non-teaching staff to understand how the policy applies to concerned significant areas.

The objectives are:

- To monitor and ensure the availability and efficient performance of the all facilities.

- To upgrade the infrastructure as per requirement
- To safeguard the infrastructure from misuse
- To ensure the responsible and appropriate usage of the facilities
- To encourage all the members of the college to use the facilities effectively.

Building and Classrooms Maintenance

The classrooms are well-ventilated, well maintained and well equipped with required furniture and IT setup. The Department of Home Science has two labs – Textile and Food Technology. The Textile lab is used for conducting Fashion Designing courses. Practicals for undergraduate course and research work are done in the well-equipped Geography lab. Psychology lab is equipped with psychological tests, required equipment and is used for practicals, university exams, and conducting psychological tests. Science labs – Microbiology, Physics, Chemistry, Zoology, Botany, Electronics, and Computer Science are well equipped and are used for practicals and university exams.

- The Heads of department shall ensure proper usage of departmental facilities.
- The Heads of department shall report to the administration for the maintenance work whenever necessary.
- Maintenance of all infrastructural facilities shall be undertaken regularly.
- The maintenance and repairs committee set up at the central level by the management shall look after the maintenance and repairs.
- Appointed plumber, electrician, and carpenter shall provide their services as per the decision of the management.
- Regular cleaning and maintenance of classrooms, corridors and laboratories – Home Science, Geography, Psychology and science labs shall be undertaken by the non-teaching staff as per their assigned duties.
- Dead stock registers shall be maintained and the stock checking shall be done annually.

Washrooms (for Male and Female)

- The house keeping agency with which the management has entered into a contract shall look after sanitation, cleanliness of washrooms, etc.

- Sanitary napkin vending machine and incinerator installed in both first and ground floor washrooms shall be looked after by a woman support staff. The maintenance shall be done when required by the local technician.
- The purchase of sanitary napkins shall be done by the college.

Garden and Premises:

- The non-teaching staff shall look after the upkeep of ground and premises.
- The garden maintenance shall be done by the gardener appointed by the management.

CCTV:

The entire premise is under CCTV surveillance. 17 cameras are installed at the key placed and the surveillance monitor is placed in the principal's cabin.

- The safety and maintenance of the CCTV cameras shall be done by the agency appointed by the management.

The Ground and Sports Facilities

The well-equipped Gym and sports facilities are available for students and teachers.

- Hall for indoor games and gym shall be looked after by the peon assigned for the maintenance and support staff of the department of Physical Education.
- A dead-stock register of its equipment shall be well-maintained by the department of Physical Education .
- The sports equipment shall be purchased as per requirement and shall be kept well maintained.
- The ground shall be maintained by the peon appointed under the supervision of faculty of Physical Education department.
- The dry garbage shall be collected by the garbage collection van of Karad Municipality.

Computer Labs and ICT Facilities:

- The maintenance and repairs of the equipment and upgradation shall be undertaken as per the requirement by the IT Care Team appointed by the management.
- The college website shall be maintained by the IT staff appointed by the management.

Library:

- The maintenance of the library shall be done by the library support staff.

Health Care Centre

- The facilities (stretcher, wheel chair and routine medicines) in the centre shall be maintained by the peon assigned with the responsibility.

Facilities for Divyangjan

- Washroom with commode shall be maintained by the house keeping agency. The ramps built at the entrance shall be maintained by the peon assigned with the responsibility.

Drinking Water

- The water cooler with water purifier installed on the ground floor shall be maintained by the peon and the concerned technician.

Students' and Staffs' Safety Measures:

The college works in collaboration with Karad Police Station for the safety of students and staffs.

- A Compliant Box and Suggestion Box installed by the Karad Police Station shall be opened once in a month.
- Maintenance of the Board of emergency contact numbers shall be done by the peon.
- The five Fire Extinguishers installed at key places shall be maintained by the concerned agency and a peon assigned the responsibility.
- A board of Plastic Free Area shall be installed at the entrance and in the college campus.

Violation of Policy:

- Violation of the policy shall not be tolerated.

Updating of the Policy

- The policy document shall be reviewed and updated if required.