



Shriram Education Society Dhamangaon Rly's

Shriram Kala Mahila Mahavidyalaya, Dhamangaon Rly, Dist. Amaravati.

Affiliated to Sant Gadge Baba Amravati University, Amravati Maharashtra

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

Introduction:

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

Statement:

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

Aims of the Policy

1. To achieve optimum utilization of facilities and services for the benefit of the stake holders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replacement, maintenance and repairing of the resources.

Mechanism for Implementation of the policy:

The following mechanisms are 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 fulfill 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 Head Clerk looks after this all-routine maintenance.

IQAC Committee: The primary function of an IQAC is to internalization and institutionalization of quality enchantment. It is an active organism of the institution that tries to feel the life in all the parts of the institution that creates students centered teaching and learning processes and makes them liable to face a competitive world.


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.

The Library Committee: The Library committee reviews and recommends policies for the Library, with particular attention to the collection budget and to the distribution of resources among academic divisions and units.

General Measures for Optimum Utilization

1. Departments and 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 emergency use.
4. For library books and office documents preservation is taken every year.
5. Electric fittings and wirings are periodically monitored by institute experts for replacements and repairing whenever needed.
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 Equipments.
8. Furniture including benches, desk, tables, cupboards and chairs are repaired or replaced as per the requirement.
9. Inverter, 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.




Principal
Chiram Kala Mahila
Mahavidyalaya
CHAMANGANAL