



SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to SavitribaiPhule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA,
BBA(CA)]
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POLICY TITLE: Infrastructure Maintenance and Utilization Policy	
Policy Number:	4
Description of the Policy	Guidelines for maintenance and upgrading college building, ground, laboratory equipment, furniture, library and sports facility.
Drafting Authority	Criterion 4
Policy Application	Students/ Teaching/Non Teaching
Effective from:	15/6/2017
Revised on:	June 2020-21
References for the Policy	UGC guidelines



Jayashree
Principal Incharge
St. Mira's College for Girls, Pune.

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Maintenance Policy

The purpose of this policy is for maintenance and upgrading physical and academic facilities including college building, laboratory equipment, furniture, library, sports facility and allocation of budget for the same.

Policy:

1. Perform maintenance of college owned and controlled assets on periodic basis to keep assets functional.
2. Identify potential maintenance requirements early within the context of the planned maintenance so that corrective action may be planned.
3. Develop a plan for continuous evaluation of college campus facilities to ensure that college facilities are up to date and ready to use.

Daily maintenance:

Classrooms, offices, corridors, entrances, and stairs are to be cleaned on a day-to-day basis by sevaks and sevikas. Restrooms to be cleaned and serviced daily by the appointed sweepers.

Electrician appointed under AMC for maintenance purpose has following responsibilities:

- Supply and fitting of light tubes and bulbs
- Minor repair of classroom and laboratory fans.
- Replacement of electrical wiring.
- Maintenance of electric meter room and UPS batteries.

Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs will be decided by the principal in consultation with the concerned head of the program. The requirement for this is to be made to the Management of the college and after their permission the work will be carried out.

IT Infrastructure and Electrical Maintenance and Replacements:

The college has an ongoing renewable AMC under which a computer technician looks after technical needs as well as replacement and repair requests. The requests come from the Head of Departments, faculty and staff Requests are to be taken care of



immediately, wherever possible. Computer technician must look after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems.

Small type of replacements in the computers needs to be made by the technician.

College has to have a renewable contract for Website Updates and Maintenance. All the ongoing activities, examination schedules etc needs to be posted regularly through in-house website committee. Problems regarding electrical wiring, new electrical connections in college as well as departments are to be handled by electrician.

Electrician will also be responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day.

Maintenance of Laboratory Equipment:

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.

The requirement of laboratory equipment and software needs to be requested annually as a part of the College budget process. Head of the department have to make a list of equipment to be purchased in the year and submit it to the administrative office. When equipment will be received, the Head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use. Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that.

Maintenance of Furniture and Fixtures:

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the ongoing periodic budget.



G.H. Gidwan
Principal
St. Mira's College For Girls