

Pratibha Niketan Mahavidyalaya, Nanded

Policy Title : INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY

The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are:

- To achieve optimum utilization of facilities and services for the benefit of stakeholders.
- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
- The physical and academic facilities are implemented by policies to optimize the use of Resources based on needs of Education, Research and Administration.
- To prevent misuse and misconduct of Resources and Services.
- To achieve timely up-gradation, replenishment, repairing and replacement of Resources and Services
- To set standardized maintenance and utilization procedures for Resources.

Policy Title: Infrastructure Utilization and Maintenance Policy		
1.	Brief Description of the Policy:	The College has established a system for Maintenance and Utilization of Computers Labs, Classrooms, Sports Gym, Laboratory Equipment and other Infrastructural facilities. The procedure and policy for the maintenance of various infrastructural facilities are Presented in this document.
2.	Policy Applies to:	Pratibha Niketan Mahavidyalaya, Nanded
3.	Effective from the Date:	June 2018
4.	Approved by:	Management
5.	Responsible Authority	Department HOD
6.	Superseding Authority	Principal
7.	Reason for the policy	To smooth operations of day to day activities.

Target Group:

- Management of the College
- Principal
- Teaching Staff
- Non Teaching Staff
- Students
- Parents
- Vendors

3. Procedures to be followed:

INFRASTRUCTURE UTILIZATION POLICY

- The College ensures optimal allocation and utilization of the available Financial Resources for maintenance and upkeep of different facilities by holding periodical meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements, in the interest of students.
 - **Standard Operational Procedures** for handling various Committees, quipment and instruments are to be strictly followed.
 - **Master and Departmental Time Table** is prepared to facilitate maximum use of all class rooms and labs.
 - The college possesses spacious **classrooms** which have sufficient number of fans, tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the college authority.
 - Classrooms with furniture, teaching aids and laboratories are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments.
 - The College gives **Classrooms on rent** for conducting exams during holidays and vacations.
 - Separate Laboratories are allotted for classes based on a timetable.
 - The Institution has 02 **Computer labs** which have 49 desktops. The systems are maintained with the help of the hardware technicians appointed exclusively for this purpose by the authorities.



Principal

Pratibha Niketan Mahavidyalaya

- College has 03 classrooms supported with information communication technologies such as overhead projectors, LCD TV, Internet facility for P.C. along with Wi-Fi connectivity.
- College has **Conference Room** with LCD Projector, Mic and Sound System. The Staff organize Induction/Orientation Functions, Guest Lectures, Workshops, Department Meetings, Staff Common Meetings, Mock Interview, Placement Drives, Alumina Meet in the same. The Staff operate the Conference Room by giving in advance idea about the event.
- The College has a **Language Lab** with Tutor and necessary Audio Visual equipment where students actively participate in Language Learning exercises, batch wise for all the Departments. In the Language Lab students can access Audio or Audio-Visual materials.
- The College Computer Labs are used by all the Departments for conducting computer related Practicals, filling Online Admission forms, Guest Lectures, Workshops, MOOC Courses , Placement Drives etc. The respective faculty members, staff, lab assistants are given the responsibility to maintain the equipment under their purview.
- Departmental requirements for new purchases and maintenance of old is collected every year by the Principal and approved in concern meetings.
- Ramp for specially **challenged students** are in place.
- **Library**
The College has well equipped library with necessary books, Journals, magazines and periodicals. The Library is open on all days except holidays between 9.30 a.m. to 5.45 p.m. Library is automated using Soul 2.0 software. Book transaction is done between 10.00 am to 4.30p m. Open access is given to students as per the requirement.
- College has an **Examination Center** with necessary equipment for Conducting exams.

Auditorium with seating capacity of 200 also available on the first floor. The College staff can organize Induction/Orientation Functions, Guest Lectures, Workshops, Career Fair, College Annual Fest, Inter collegiate Fest, Placement Drives, National and International Seminars, Parents Teacher Association Meet, Alumina Meet, Yoga Sessions etc.

- The College has a Canteen which has been given on rent by the authorities.
 - The College has 3 Photocopy Machines which are placed in the office, Examination Center and used for taking photocopies of Question papers, Feedback Forms and other College requirements.
 - First Aid Kit with necessary medicines is kept on Ground Floor and library.
 - 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 prompt use. The location of the Fire Extinguisher and First Aid Kit are displayed on the Ground Floor of the campus.
 - Old and outdated equipment, chemicals and instruments are discarded by the concerned Departments after taking the approval of the Principal and Management.
 - CCTV Cameras were installed in the entire campus to monitor security and safety. Two security guards monitor the college campus.
- There is a documentation center for administrative staff by which office keeps the old records of documents.

Infrastructure Maintenance Policy

- Purchasing new tables, benches, chairs, boards, screens, curtains and other consumables is done by raising the requisition to the Principal. Quotation system is followed for the purchasing of new gadgets. Minimum three quotations are asked from the vendors and after comparing the same the priority is given to the lowest quotation by the higher authority.

Maintenance of Campus Cleanliness:

- Cleaning of the Campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin. With the help of the outsourced housekeeping team college class four employees engage in this work. Cleaning schedule is prefixed which is monitored by Head of the Departments and office superintendent. There are Technicians, Plumbers, Carpenters and Painter deputed by the college authorities who ensure the maintenance of classrooms and related infrastructure. NSS volunteers actively participated in the activities arranged by NSS department regarding clean campus and green campus. Toilets are cleaned daily with priority. The whole campus area

is maintained by the outsourced Staff who reports the completion of work to the office superintendent. Maintenance requirements of the respective Departments is monitor by concern head of departments.

Maintenance of ICT Facilities in Campus :

The Computer Science department and its support staff maintain the ICT facilities including computers and servers. The maintenance agreement is done with professional agency which includes the required software installation, day to day problem solving concern to computer issues. Telephonic communication is made with the agency whenever the problems arises. Regarding maintenance of computers provision of antivirus software is done by the college. Up gradation of systems is done periodically when it is needed. Backup facility also available with necessary arrangements of inverter and batteries. . The College has made the provision of Fiber Optic Network with 10 MBPS speed. These connections are provided to the ground floor, first floor and second floor. The **IT infrastructure** like Computer Labs, Computers at Office, Departments, Staff Rooms etc. are repaired and maintained by Two Hardware Engineers allotted by Shriram Enterprises, Nanded as a part of maintenance agreement.

- **Campus Wi-Fi** is maintained by Gio Wi-fi agency Nanded.

The College Website i.e. "www.pnmnanded.org" is available which reflects information about college. The website is maintained regularly by maintenance agreement with **Ms/ Elite Software Pune.**

- **Maintenance of Laboratory Equipments** is done by the Lab Assistant of the concerned Department. The **Microscopes** used for biological experiments are cleaned whenever need and maintained by the concerned Departments and a record of maintenance is maintained by Lab Assistants and supervised by HODs of the concerned Departments. Equipments and glassware in the chemistry lab are cleaned regularly after the completion of the practical. Rules and Regulations are prepared and displayed in the laboratories for students.
- **Maintenance of Library**

The process of acquisition of books is done by the library throughout the year.

Recommendations from the HOD's and students are taken into consideration for the purchase of books to kept library holdings up-to-date. The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments. The Library will continue the existing subscription for journals and magazines, if no recommendations are received. **Rules and Regulations for use of library** are prepared and displayed for students. Students are enforced to fallow the same to maintain discipline in the library and reading room. Document maintenance includes Shelving, Dusting and Cleaning is done day to day with priority basis. Shifting and Rearrangement, Shelf Rectification, Binding, Preservation, Care and Weeding out of Documents is done as per the need. Use of Naphthalene balls along with pest control is done for the safety measures of documents from termites. Library books are arranged in a logical order by applying Dewey Decimal Classification Scheeme to save the time of the users as well as staff. Spine labels containing the barcodes are fix up on each book for speedy transactions.

- **Sports and Gym Facility :**

The Sports Equipments are supervised and maintained by the incharge of sport department. Ground level maintenance is done annually during the vacation in addition to the seasonal maintenance done once in every three months.

- **The Grievance Redressal Cell :**

The Grievance Redressal Cell is responsible to look into the complaints lodged by students and staff. All teachers and students are required to write their complaints about maintenance related problems like cleanliness, light, fan, water etc. to help in speedy problem solving. There is a provision of muster in the office to record the complaints in writing. Apart from this, complaint / suggestion box is available in the girls room, porch and library which enables students and staff to communicate their problems. The grievance redressal cell through their periodic meetings tries to overcome the issues .

Maintenance of discipline:

The discipline and Anti Ragging committee and Prevention of Sexual harassment committee these committees are formed in the college to maintain the discipline in the college. All teaching faculties are the member of discipline committee to ensure overall discipline environment in the college.

The Canteen committee is constitute in the college headed by vice principal. The day-to-day operations of the canteen along with menu selection, overall cleanliness and presentation of the canteen inside and outside is supervised by the canteen committee. The grievances with this regard are solved by the committee.

- Solar system is installed in the college and the Maintenance of **Solar Panel** is done as per the need through outsourcing.
- The College has made provision of "**Waste Collection Corner**" on the ground floor by which solid waste management is done in the college premise. Systematic disposal is done of waste of all types such as Bio-degradable chemical/chemical and e-waste in the campus.
- **Dead Stock Verification** and Inspection is carried out by the Heads of the Department at the end of the Academic Year and reviewed and signed by Principal.
- An **Electrician** has been consulted to look into electricity related problems whenever problems arise.
- There are ample **Water Storage** facilities to ensure 24 hours water supply. Two borewells are made available in the college campus. Personnel are also designated to monitor the Facilities.
- There is **CCTV** surveillance throughout the college campus.
- The Institution has done **Maintenance Agreement** with different vendors for physical facilities and equipment and maintained on regular basis.



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Nanded.

Maintenance agreements have been done for the following:

Sr. No	Item to be maintained	Name of the Company	No. of turns in a year	Contract term/ AMC
1	Computer Services	Shriram Enterprises, ITI Road, Nanded.	Allotted 2 persons for systems maintenance throughout the year	Yearly
2	Security	Goldy Secerity Services, Nanded	Appointed 2 persons for security throughout the year	Yearly
3	Electricity- Lights, Fans, A.C. Water Purifier and Refrigerators	Sharda Electricals, Nanded	On Call. As and when needed	Yearly
4	Carpentry and Furniture work,	Jai kisan Furniture Work, Cidco- Nanded	On Call. As and when needed	Yearly
5	Pest Control	Pushpak Pest Control	On Call. As and when needed	Yearly
6	Plumbing	Ms/ Ajij Khan Gous, Madina Nagar, Nanded	On Call. As and when needed	Yearly
7	Febrication	New Globe Fab. Nanded	On Call. As and when needed	Yearly
8	College Website	Elite software, Pune	On Call. As and when needed	Yearly
9	CMS	Mastersoft Software, Nagpur	On Call. As and when needed	Yearly

Any related forms and documents that may be required. If ready, then attach the same.

Enclosures:

- The Dead stock Register
- Grievances Muster
- Agreement letters.




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