

Sahyadri Shikshan Sanstha's
Arts and Science College Sawarde

Tal. Chiplun, Dist. Ratnagiri 415606



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

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

Introduction

Arts & Science College, Sawarde is committed to provide the necessary Physical, Academic and Support Facilities. In order to have smooth functioning and use of these facilities, the college has devised the defined policy for Maintenance and Utilization Physical, Academic and Support Facilities.

Statement

The policy assures proper use of the academic and physical infrastructure provided by the college in order to excel academic development of all the stakeholders.

Aims of the Policy

1. To make use of the facilities provided at the maximum level
2. To provided continuously Physical, Academic and Support Facilities to all the stakeholders
3. To prevent all kinds of obstacles in the smooth functioning of the facilities.
4. To make timely updation, modification and changes in the facilities.
5. To set standard in the Utilization Physical, Academic and Support Facilities.

Mechanism for implementation of the policy

- There is system including committees and departments to identify, evaluate, and monitor the proper use of available infrastructure.
- Various committees to look after such tasks include the Library Committee, Gymkhana Committee, Cultural Activities Committee, etc.

- The Principal, Head of various departments, in-charge of various committees, the librarian, inform about their infrastructural requirements to plan ahead.

General Measures to Utilize the Facilities

- The committee periodically visits the campus and prepares programme of maintenance as per the necessity so as to keep the infrastructure in order.
- At the beginning of every academic year, proper availability of blackboards, lighting, and furniture in classrooms etc. is taken care of by these committees.
- Non-teaching staffs working in the library and office is trained enough to look after the normal repairs and maintenance and services to keep the systems in safe and operating conditions.
- The maintenance of the computers and invertors is done through AMCs
- For repair regarding electricity, leakage, plumbing, etc. concerned technician are hired.
- Sometimes, skilled labors are appointed on daily wages for certain repairs and maintenance. Certain skilled people are also hired on contractual basis for the maintenance of sanitary blocks.
- College ensures 3 years comprehensive warranty for every newly purchased computer, laptops, UPS.
- The outdated machines/equipments are replaced by the machines having new configuration.
- The library is kept open from 8.00 am to 5.30 pm
- On Sundays, the college infrastructure is available for conducting different competitive examinations organized by the parent institute, various functions, and for university examinations.

- Proper checks and balances, periodic inspection, review, grievance redressal, suggestion box, comment by students, alumni, parents, peers, and visitors do help in the maintenance of the infrastructure.
- Adequate parking facilities for bicycles motorized two wheelers and four wheelers are available at various locations.
- The 400 meter track is used for morning walk by local peoples.
- CCTV cameras have been installed at strategic locations such as corridors, of buildings, library, at the corners of each floor.
- Fire systems have been installed at the prime locations.
- The water coolers / purifiers are cleaned on weekly basis.
- The central systems (water tanks) are checked on a monthly basis.