

MAHATMA GANDHI VIDYAMANDIR's



Karmaveer Bhausaheb Hiray
Arts, Science & Commerce College, Nimgaon

Tal. Malegaon, Dist.Nashik-423212 (Maharashtra)



Affiliated to Savitribai Phule Pune University, Pune. Id No: PU/NS/A59/2000



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Criterion 4 – Infrastructure and Learning Resources

4.4.2 Details of Infrastructure Maintenance Policy

Institutional Policy for Maintenance and Utilisation of Physical, Academic, and Support Facilities

1. Introduction This policy outlines the systematic approach for the maintenance and utilisation of the institution's physical, academic, and support facilities to ensure their longevity, efficiency, and optimal usage for academic and administrative purposes.

2. Objectives

- To ensure the proper upkeep and efficient utilisation of all institutional facilities.
- To create a safe, clean, and conducive environment for students and staff.
- To establish a framework for periodic maintenance and monitoring of institutional resources.
- To promote sustainability and cost-effective management of resources.

3. Scope This policy applies to all physical infrastructure, academic resources, and support facilities, including but not limited to classrooms, laboratories, libraries, auditoriums, sports facilities, hostels, ICT infrastructure, and administrative offices.

4. Roles and Responsibilities

- The institution's administration shall oversee the maintenance and utilisation of all facilities.
- A dedicated maintenance committee shall be responsible for periodic inspections, repairs, and improvements.
- The faculty and students shall be encouraged to use the facilities responsibly and report any damages or concerns.
- Support staff shall ensure cleanliness and safety measures are upheld.

5. Maintenance and Utilisation Guidelines 5.1 Physical Infrastructure:

- Classrooms, auditoriums, and administrative offices shall be cleaned and maintained regularly.
- Electrical, plumbing, and construction-related repairs shall be addressed promptly.
- Fire safety measures, emergency exits, and security systems shall be periodically inspected and maintained.

5.2 Academic Facilities:

- Laboratories shall be maintained in compliance with safety protocols, and equipment shall be calibrated regularly.
- The library shall ensure proper cataloging, preservation of books, and digital resource management.
- ICT facilities, including computer labs, projectors, and networking equipment, shall be regularly updated and serviced.

5.3 Support Facilities:

- Sports complexes, gymnasiums, and recreational areas shall be well-maintained for student and faculty usage.
- Hostel facilities shall adhere to hygiene standards, and grievances related to accommodation shall be addressed promptly.

- Transport and medical facilities shall be inspected periodically to ensure safety and functionality.

6. Resource Allocation and Budgeting

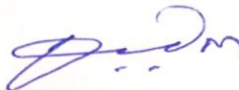
- The institution shall allocate an annual budget for maintenance and development of facilities.
- Resource allocation shall be based on priority assessments conducted by the maintenance committee.
- External vendors and service providers shall be engaged as needed, ensuring cost-effectiveness and quality service.

7. Monitoring and Review

- A periodic audit of infrastructure and facilities shall be conducted to assess maintenance requirements.
- Feedback from stakeholders (students, faculty, and staff) shall be collected for continuous improvement.
- The policy shall be reviewed periodically and updated as per evolving institutional needs.

8. Conclusion This policy ensures the systematic maintenance and utilisation of physical, academic, and support facilities within the institution. All stakeholders are expected to adhere to the guidelines to uphold the quality and sustainability of institutional resources.




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