

*Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya,  
Pipri-Wardha*

*Academic and Physical facilities Maintenance Policy Document*

2019-20

**Purpose of the Policy**

The College has adequate physical and academic facility for quality learning, teaching, curricular, co-curricular and extra-curricular activities for *Shiksha Mandal, Wardha's*. Principal will ensure that facility is used effectively and efficiently. This policy provides direction to the college to maintain and upgrade physical assets/facilities.

**Shrikrishnadas Jajoo Grameen Seva**

**Mahavidyalaya, Pipri-Wardha**

- (1) It will provide information regarding available college physical and academic facilities.
- (2) It will provide information regarding available college infrastructure/facilities for the benefit of stakeholders.
- (3) It will increase the awareness among stakeholders towards facility use for activities and events to be organized in the college.

This policy is concern to cover the following types of facilities in the College

- Academic **Academic and Physical facilities:**
- Classrooms, Seminar Hall, Multipurpose Hall (Prayer Hall)
- Staff Room
- Gymnasium **Maintenance Policy Document**
- Library and Reading room
- Laboratories
- Campus greenery
- Common Area
- Storage Area/ Other Area
- Washrooms
- Girls Hostel

**Maintenance Policy**

The purpose of this policy is for maintenance and upgrading College infrastructure, play ground, laboratory equipments, furniture, electrical fixtures, water purifier and water cooler, library, sports facility and all other facilities/assets.

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





# **Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha**

## **Academic and Physical facilities:Maintenance Policy Document**

2019-20

### **Purpose of the Policy**

The College has adequate physical and academic facility for quality learning, teaching, curricular, co-curricular and extra-curricular activities for students, faculty and staff. Principal will ensure that facility is used effectively and efficiently. This policy provides a framework for proper maintenance of physical assets/facilities.

This policy document is prepared to provide direction to the College for the maintenance of College facilities.

- (1) It will establish standard procedures for the maintenance of physical and academic facilities.
- (2) It will provide information regarding available college infrastructure/facilities for the benefit of stakeholders.
- (3) It will increase the awareness among stakeholders towards facility use for activities and events to be organized in the college.

### **Coverage of the Policy:**

This policy is concern to cover the following types of facilities in the College

- Academic and Administrative Offices, etc.
- Classrooms, Seminar Hall, Multipurpose Hall (Prayer Hall)
- Staff Room, Girls room, etc.
- Gymnasia and sports facility
- Library and Reading room
- Laboratories
- Campus greenery
- Common Area
- Storage Area/ Other Area
- Washrooms
- Girls Hostel

### **Maintenance Policy**

#### **Purpose:**

The purpose of this policy is for maintenance and upgrading College infrastructure, play ground, laboratory equipments, furniture, electrical fixtures, water purifier and water cooler, library, sports facility and all other facilities/assets.

#### **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.

#### **Regular Maintenance :**

Classrooms, offices, corridors, entrances, stairs, Girls common room, staff room are cleaned on day-to-day basis for which sweepers are appointed.

The staff are provided to remove litter, cut grass, trim trees and maintenance of play ground.

Electrical maintenance is done by College HSC Vocational (Electrical Technology) Department with following responsibilities:

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

#### **Building and Physical Infrastructure**

- ☐ Protection of the colleges assets and safety of college staff and students requires a regular upkeeping of college buildings and grounds.
- ☐ Exterior and interior painting is scheduled whenever it is necessary to avoid deterioration. This is decided by the college Principal and Management.
- ☐ Renovation, alteration, and improvement of the existing academic, administrative and support buildings is decided by the Principal in consultation with building maintenance committee. The requirement for this is made to Management for permission.

#### **IT Infrastructure Maintenance and Replacements**

The college Management has appointed computer technician for technical needs as well as replacement and repair requests. The requests/complaints received from Departments, faculty and staff and Computer technician looks after maintenance/ requests and resolve it.

If the problem is major, it is brought to the notice of principal for permission.

#### **Maintenance of Furniture and Fixtures:**

The college authority collect information from department, faculty and staff regarding their requirements to ensure maintenance of furniture and fixtures. The identified maintenance is performed as per the annual budget.

**Date : 10 July, 2019**



*[Signature]*  
**Dr. P.M. Kalbhut**  
**Principal**  
**PRINCIPAL**  
Shrikrishna Jajoo  
Grameen Seva Mahavidyalaya  
PIPRI (WARDHA)