

Mahyco Research Foundation Trust's

Badrinaryan Barwale Mahavidyalaya, Jalna

Maintenance Policy Document

1. Introduction

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2. Maintenance of Physical Facilities

In our Institute OS and Civil department of our trust looks after all the maintenance of physical infrastructural facilities. The services of plumbers, electricians, carpenter are available when ever required. Some of the lab assistant has all the required certifications are well trained in maintaining the uninterrupted power supply and maintenance of equipment like on-grid and off-grid solar inverters, power distribution system, solar panels, solar water heaters RO systems etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by out sourced support staff. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc.

3. Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Principal and Office Superintendent. The in charge teachers report to the administration periodically for all the maintenance works. Emergency maintenance repairs are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories.

4. Maintenance and Utilization of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. By the housekeeping staff members cleaning is done regularly and carefully.

5. Maintenance and Utilization of Auditorium cum indoor sports facility

Seminar halls cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, cultural events, student get-togethers. For accessing the facilities, the organizing faculty/staff contacts the Physical Director of the College who looks after this.

6. Maintenance of Computers and its Accessories

The college has adequate number of the computers with internet connections. Computer maintenance and peripheral repairs, replacements are either carried by in house teaching and non-teaching staff who has IT knowledge. The upgrading of the computers and Led projectors is done by college internal technology committee.

7. Maintenance of Lab Equipment

The respective Department faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment under their purview. Accession book and Dead Stock register is maintained and updated regularly and verified during academic audit College also has its own internal audit mechanism. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

8. Sport Facilities:

The College has sports facilities for Cricket, Badminton, table-tennis, basketball, and volleyball, Chess and Carrom board facilities. Physical Education Director of Sr. and Jr. college are actively involved for its smoothly functioning of all the said activities. The sports players are trained in various sports and games activities by the experts of our sports department.