



## **Smt. Meenalben Mehta College, Panchgani**

### **Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities Introduction:**

The College is committed to provide the academic ambience, accordingly services and facilities are developed to the benefit of the stakeholder. These physical, academic and support services and facilities cover almost every aspect of the College functioning such as teaching learning, buildings and classrooms, library etc. The need of policymaking arises from the expectation of constant, uninterrupted and smooth functioning of these services and facilities.

### **Statement:**

**The policy assures the optimum utilization and proper maintenance with a standard required specifications of physical, academic and support service facilities of the College to accomplish the high degree of excellence imbining human values in all endeavours.**

### **Aims of the Policy:**

1. To achieve optimum utilization of facilities and services for the benefit of stake holders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of the resources and services.
5. To set standardized maintenance and utilization procedures for resources.

### **6. To reduce probabilities of accidents at workplace for ensuring safety Mechanism for implementation of the policy:**

The following mechanism is developed to look after the maintenance, up-gradation, replenishment, repairing and replacement of facilities and services. The mechanism assures the involvement of all the stakeholders.

### **Administrative office:**

The administrative office is a ground level step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by the administrative office, in consultation with the Principal. The office Head Clerk looks after this all-routine maintenance.



### **Purchase Committee:**

The Purchase Committee headed by a senior faculty takes annual review of the facilities and services. The report is put forth in the meeting of Purchase Committee chaired by the Principal. The Coordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and LMC/CDC meetings. After receiving permissions in IQAC and LMC /CDC Committees, the purchase or maintenance expenses are utilized as per the pre-determined procedures.

Local Management Committee/College Development Committee: LMC/ CDC monitors overall functioning of facilities and services. The reports and reviews received from the Purchase Committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance or replacements or construction are immediately sanctioned. The major requirements of large expenses are sent to the parent institute for approval and funding.

For ICT facility maintenance and up-gradation, College appoints the technical staffs.

It is the policy of the parent institute to recruit the support staff having mechanical and technical skills of certain kinds.

### **General measures for optimum utilization**

1. Departments and office staff takes care of facilities provided to them.
2. Instructions are displayed for the proper use infrastructure facilities.
3. The technical staff looks after ICT facilities. For major problems, the College has AMC with local service provider.
4. The support staff having technical and mechanical skills looks after day to day maintenance of infrastructure.
5. Students carefully use major instruments under the supervision of the teaching or non-teaching faculty.
6. 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.
7. For library books and office, document preservation, periodic paste control is carried out.
8. Electric fittings and wiring are periodically monitored by external experts for replacements and repairing.
9. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice.
10. For drinking water supply, the College has installed water purifiers and coolers which are maintained by the support staff.

  
**Principal**  
**PRINCIPAL**  
Smt. Meenalben Mehta College of  
Arts & Commerce, Panchgani.