



Rayat Shikshan Sanstha's

DHANANJAYRAO GADGIL COLLEGE OF COMMERCE SATARA

(A CONSTITUENT COLLEGE OF KARMAVEER BHAURAO PATIL UNIVERSITY, SATARA)



INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

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There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Computer Laboratories, and Sports complex.
- To prevent mismanagement and misconduct of college amenities and services.

Scope of the Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college and there by aiding in its transformation into a university. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as purchase committee and sent for the permission of Parent Institute Rayat Shikshan Sanstha, Satara for buying any assets. Once permission recovered from parent institution, it will execute through the office of the Principal by the procedure.
- The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register and complaint register of the

departmental infrastructure facilities and an annual stock verification has to be done.

- The up keep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter.
- Online/offline tender will issued whenever required.

CLASS ROOMS, SEMINAR/CONFERENCE HALL AND AUDITORIUM

- Master Time-Table and Class wise lecture hall will be assigned by Time-Table Committee. Head of department required to book LBP Auditorium, conference hall and meeting hall before program.
- Class teacher/In charge should take care of furniture and fixtures In the classroom, seminar hall and auditorium
- The college has assigned an office staff with the responsibility of the Classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register their grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal cell
- The cleaning of the campus is done by the house keeping staffs, appointed by the college.
- The utilization of the campus for central and State competitive exams such as CS, ICAI examinations is also facilitate.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders like local government and NGO without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the broacher, to the Principal/Office Superintendent for the permission.

IT INFRASTRUCTURE

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware

Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority of respective Department.

- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Principal through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

LABORATORIES

- The laboratory assistants take care of the laboratories. Maintenance works, when needed are to be reported to the office by the Head of the Department.
- Students are not permitted to remain in the laboratory without the supervision of a laboratory staff and should adhere to Laboratory Rules and Regulations prepared by the department.
- All injuries, accidents, and breakages should be reported to laboratory personnel as soon as possible.

SPORTS INFRASTRUCTURE

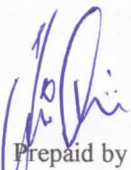
- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.
- The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.
- A prior written permission from the Principal is required for the use of the College sports facilities by the personnel other than Dhananjayrao Gadgil College sports students.

LIBRARY

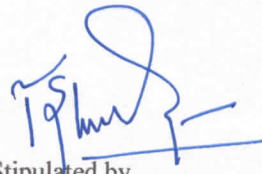
- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.
- Each student utilizing the study room facility should undergo the RFID Device compulsory.

PARKING

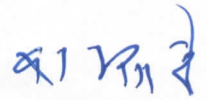
- College management has allotted separate parking facility with reservation numbers to their staff each one has a unique Parking ID, where they should compulsorily park their vehicle.
- Visitors and Students have a separate reserved parking facility in the college campus



Prepaid by
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Principal
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