



Shri Shivaji ShikshanPrasarak Mandal's
College of Education, Barshi

Criteria IV: Infrastructure & Learning Resources

4.4 Maintenance of Campus and Infrastructure

4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities

- **Infrastructure Maintenance and Utilization Policy**

• **Infrastructure Maintenance and Utilization Policy**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - labs, 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, Laboratories, and Sports complex.

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 thereby 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 College Development Committee (CDC) and Shri Shivaji Shikshan Prasarak Mandal (SSPM), Barshi.
- 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 of the departmental infrastructure facilities and a periodic stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians, Plumbers, Carpenters and Painter deputed by the Management.

- The fixation and revision of the rental amount of infrastructural facilities is made by the SSPM, Barshi in consultation with the Advisory CDC.

Class Rooms, Seminar/conference Hall and Auditorium:

- The Management 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.
- The complaints regarding infrastructural cleanliness and maintenance can be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the house keeping staffs of the college.
- The utilization of the campus for campus drives, during holidays and weekends will be decided by the Principal.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders without disturbing the academic activities.

ICT Infrastructure:

- ICT 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.
- Preventive maintenance like antivirus installation, configuration of Firewall, checking of printer toner is done by technical staff.
- 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 has to be kept in the Computer Labs and have to be regularly inspected by the Head.

Laboratories:

- Maintenance works, when needed, are to be reported to the office/principal by the in charge of the lab.

- Students are not permitted to remain in the lab without the supervision of a lab in charge and should adhere to Lab Rules and Regulations prepared by the department.
- The in-house maintenance and repairs are addressed by the respective department computer operators who are well qualified and trained.

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 a periodic stock verification has to be performed.
- A prior permission from the Principal is required for the use of the College sports facilities by the personnel other than COEB sports students.


Library:

- The utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal by the librarian.
- The librarian has to confirm the entry of the new books to the accession register.
- Maintenance and utilization of library resources are done strictly following the library rules. Pest management is executed twice in a year as a Preventive Maintenance.

Hostel infrastructure:

- Hostel Committee will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.
- The Hostel rector has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the rector.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.




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