



Devrukh Shikshan Prasarak Mandal's
Nya. Tatyasaheb Athalye Arts, Ved. S. R. Sapre Commerce,
and Vid. Dadasaheb Pitre Science College, Devrukh, India

An Autonomous College Affiliated to University of Mumbai, Mumbai
Reaccredited with 'A' Grade by NAAC

Procedure and Policies for maintaining Physical and Academic Support facility

The college supplements infrastructure to keep pace with academic progression. With the view to ensure optimal utilization of the budget allocated for the maintenance and upkeep of the college infrastructure, a separate maintenance committee has been constituted by the principal with due discussion in the IQAC meeting.

Composition of the Maintenance Committee

Sr. No.	Name	Designation in the Committee
1	Dr. Sardar Ananda Patil	Coordinator
2	Mr. Uday B. Bhatye	Member, Faculty Member
3	Mr. Sunil S. Sonwane	Member, Faculty Member
4	Mr. Subhash S. Mayangade	Member, Librarian
5	Mrs. Mita Bhagwat	Member, Office Incharge
6	Mr. Santosh Jadhav	Member, Technician

The committee holds meetings and takes the review of the maintenance required. with the quarterly interval.

Procedures for cleanliness and maintenance:

The non-teaching support staff takes care of the day-to-day cleanliness of the classrooms, passages, office, campus, etc. The concerned head of the department or faculty member, librarian, office in-charge, students, etc. bring to



the notice of the maintenance committee regarding the additional cleanliness, maintenance and repairs required. The concerned person can communicate informally for minor repairs and maintenance. In case of major issues related to cleanliness, maintenance, and repairs a concerned person can submit the same in writing to the office. Recently, a google form link is made available to all the stakeholders through the website of the college for their valuable suggestions concerning cleanliness, maintenance, and repairs.

Laboratories are maintained by lab assistants and attendants. To ensure maintenance of laboratories physical verification of laboratory equipment is done. The records of goods/equipment/services are maintained in the stock register/maintenance register by the department with help of a lab assistant.

For the maintenance of IT infrastructure, a separate appointment has been made. The IT attendant cleans all the computers, ICT, and other electronic equipment at the weekend and makes the entry in his diary regarding the issue or the parts that need to be replaced. For the maintenance of the cleanliness of the toilet facilities, a separate attendant is made available by the parent institute. He cleans the toilet facilities twice a day.

The library is maintained by library staff under the supervision of the library advisory committee. The committee gives guidelines for the procurement of reference books, internet journals, hardware, and software necessary for the library. The committee ensures the optimal use of the library facility by staff and students.

While appointing attendants the college has given preference to the candidates having skills in electrification and plumbing and the concerned persons take care of the minor related repairs.



Policies for cleanliness, maintenance, and repairs:

The institute has a well-defined policy for cleanliness, maintenance, and repairs. Accordingly, repairs are categorized into minor and major repairs. The minor repairs related to electric fittings and plumbing being repaired within 48 hours from the reception by the non-teaching staff after the due discussion with the convenor of the maintenance committee and Hon, Principal.

For the major repairs, quotations are invited and the work/supply order is given to the vendor with the lowest quote. The committee discusses the matter in the meeting and recommends the same to Hon. Principal for necessary action. The maintenance related to buildings and major civil work is properly addressed to the parent institute for the necessary action.

Non-repairable systems are kept in store and disposed of after proper procedure of writing off and disposal of e-items. The institution purchases new upgraded computer systems from time to time as per needs.

Important Links:

Suggestions for cleanliness, maintenance, and repairs

<https://forms.gle/Vh8r9KHtTPZEoBkd6>

Feedback regarding cleanliness and maintenance of the campus:

<https://forms.gle/VNA5C1vo5k7edc9W9>

