



**Ainpur Parivar Shikshan Prasarak Mandal's  
Sardar Vallabhbhai Patel Arts & Science College, Ainpur  
Tal. Raver, Dist. Jalgaon (Maharashtra)**

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**Institutional Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities**

**Introduction:** The Institute is committed to provide relevant higher education for rural students to groom them to be responsible citizen who bears torch to minimize the dark of thesuperstition and uninspired rural masses keeping environment preserved.

Institute provided sufficient infrastructure for following the Vision, Mission and goals and objectives of the college .These physical, academic and support services and facilities cover almost every aspect of the college functioning such as teaching learning, buildings and classrooms, library, laboratories etc. The need of policymaking arises from the expectation of constant, uninterrupted and smooth functioning of these services and facilities.

**Statement:**

**The policy commits the optimum utilization and proper maintenance with standard required specifications of physical, academic and support service facilities of the college to accomplish the excellences assimilating human values in achieving all goals.**

**AIMS OF THE POLICY**

1. To achieve optimum utilization of facilities and services for the benefit of ruralstakeholders.
2. To receive constant, uninterrupted and smooth functioning of physical, academic andsupport service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of theresources and services
5. To minimize deficiencies observed in infrastructural facilities at workplace .

**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 first step to fulfil the commitment expressed in the policy statement. Day to day maintenance and care is taken by administrative office, in consultation with the principal. The office registrar looks after this all-routine maintenance.

**Purchase committee:** The purchase committee takes annual review of the facilities and services. The report is put forth in the meeting of purchase committee chaired by the principal. The co-ordinator of IQAC is an invitee to these meetings. In these meetings, priorities are fixed and important decisions are considered for IQAC and CDC meetings. IQAC and CDC committees discuss the matters and forward their consents and the purchase or maintenance expenses are utilized as per the pre- determined procedures defined by Ainpur Parisar Shikshan Prasarak Mandal,Ainpur.

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.

ICT enabled facilities are monitored by the coordinator who works for minimum two years.

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. Instructions are displayed for the proper use infrastructure facilities.
2. The coordinator looks after ICT facilities. For major problems, the college calls for the local service provider.
3. Students carefully use instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty.
4. Fire extinguishers are placed at appropriate places and they are replaced periodically. staff and students are oriented for its prompt use.
5. Electric fittings and wiring are periodically checked by external experts for replacements and repairing.
6. For maintaining aesthetic value of campus proper landscaping of available free land is carried out by extensive potting practice
7. The college has installed water purifier with cooler which is maintained by the non-teaching staff for drinking water.



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