

“Dissemination of Education for Knowledge, Science & Culture”

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**VIVEKANAND COLLEGE,
KOLHAPUR**



(स्वायत्त) कोल्हापूर

(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

Procedures for Maintaining & Utilizing
Facilities



Policy/Procedures of Maintaining and Utilizing Facilities

Introduction:

The college boasts a sufficient number of well-ventilated classrooms (46), each equipped with spacious seating arrangements. Some classrooms feature both conventional and advanced teaching aids.

All science departments have dedicated buildings and laboratories. There are 35 labs for general programs and 3 labs for research purposes. Additional teaching and learning facilities include a language lab, computer labs, and a commerce lab with internet connectivity for students. The Department of Zoology houses a museum with a rich collection of specimens.

The Dr. D. A. Patil Library stands as one of the oldest libraries in the district. The library is automated, and an online public access catalogue is available for users. The library possesses old and rare manuscripts, and it adheres to its own maintenance policy.

Purpose:

This policy is crafted for the maintenance of academic, physical, and support facilities. It aims to address and resolve issues related to infrastructure and facilities. The processes outlined have been defined by Vivekanand College (Empowered Autonomous), and subsequent approval is required from the competent committees of the college and the Sanstha.

Scope of Policy:

The policy will encompass infrastructure such as classrooms, laboratories, equipment/instruments, and both minor and major repairs to physical infrastructure (concrete/furniture). It also addresses IT infrastructure, covering computer machines, DLP, smart TVs, LAN connectivity, sound systems in classrooms, internet services, Wi-Fi devices, firewall access, and related maintenance. The policy further extends to the maintenance of the library and its services. Its primary objective is to provide well-maintained infrastructure for all stakeholders, fostering a conducive learning atmosphere with supportive facilities.

All queries/complaints regarding the repair and maintenance of physical/support/academic facilities/infrastructure can be submitted to the drop-in complaint box. A dedicated support staff has been appointed to address these queries and complaints on a daily basis. The support staff forwards the requirements and complaints to the college principal. For the cost of maintenance,

the principal and Sanstha approve the amount based on the budget. Housekeeping services are outsourced on an annual contract basis, available during daytime hours every day.

The college's finance officer, with the assistance of the Finance committee and CDC, prepares the annual budget in February. It is then submitted to the management for approval and sanction. Priorities are decided annually, and necessary allocations are made, ensuring optimal allocation and utilization of available financial and human resources for maintenance and upkeep.

The college has established its own **mechanism/procedures** for maintaining and preserving infrastructure facilities and equipment.

A. Academic Facilities:

In the maintenance of academic facilities, the following different heads are considered.

Computers, Laptops, ICT Devices, Printers, Scanners, Photocopy Machines, LED/LCD:

Our Parent Institute has appointed various dealers through an online tendering system for purchasing computers, laptops, printers, and ICT devices (smart boards and projectors). The required materials and equipment are purchased from recommended dealers and suppliers. The College IT department primarily maintains all the mentioned devices, and experts are called in as per the requirements.

1. Internet/Wi-Fi and Software:

Jio Broadband Internet and its Wi-Fi, routers, and software are maintained by company experts or the IT department of the college through Annual Maintenance Contracts (AMCs). Concerned personnel oversee maintenance jobs, updating operating systems, antivirus software, hardware upgrades, and addressing technical problems. The college also has an AMC for library software.

1. Library:

Resources in the central library are maintained by the library staff under the guidance of the Librarian and the library committee. The library is dedicated to procuring a relevant and ample collection of books, journals, online and offline information sources to support all the courses offered in the college. The reading room and periodical section are also maintained by the library staff. Additionally, each department has a separate departmental library supervised by respective teachers.

The library operates with an advisory committee to ensure the smooth and effective functioning of all services. The committee has various responsibilities, including finalizing the annual budget, purchasing reference books, acquiring textbooks and important books, journals, and periodicals. The committee also makes decisions regarding library fees, book collection policies, late fees, deposits, and the weeding out policy for unwanted books, among other matters. The library is computerized, and a barcode system is adopted.

B. Physical Facilities:

Typically, these physical facilities are maintained through various Annual Maintenance Contracts (AMCs). Alternatively, company experts or other specialists may be called in for maintenance on a periodic basis.

1. Water Plants

Water plants include all drinking water sources such as ROs, tanks, coolers, etc. These plants are maintained and cleaned by non-teaching support staff and designated personnel.

2. Classrooms and Smart Rooms:

Major repairs and enhancements of classrooms are undertaken by hiring external agencies. The cleaning of classrooms, offices, porch, and stairs, along with periodic window cleaning, is carried out by the staff.

3. Toilets and Vending Machines:

All toilets and urinals are regularly cleaned with proper hygiene and are maintained daily by temporary workers. Sanitary Napkin Vending Machines with incinerators are also installed in ladies' toilets, and they are maintained by support staff and company experts.

1. Furniture and electronic instruments-

Classroom, Staffroom, Administrative, Library, Auditorium, and Other Furniture, as well as Electronic Instruments:

The repair and maintenance of furniture and electronic instruments in classrooms, staffrooms, administrative areas, the library, auditorium, and other spaces are handled either by the supporting staff or are outsourced to different agencies. In the event of damage to furniture or electronic devices, they are replaced with new ones. Urgent replacements are made for broken glass boards, and broken glass panels of windows are promptly replaced

2. Fire extinguishers and CCTVs-

For Safety and Security:

Fire extinguishers are strategically placed in areas such as the library, administrative block, auditorium, mini-theatre, computer lab, science laboratories, hostels, and wherever necessary on the college campus. Additionally, CCTVs are installed throughout the campus. The maintenance and refilling of fire extinguishers are carried out periodically by the relevant agency. Expert professionals are hired for the maintenance and repair of CCTVs.

3. Garden and irrigation facilities-

Campus main Garden, mini gardens, plants, indoor plant, lawn are maintained by non-teaching and supporting staff. Drip, sprinklers and other irrigation system for gardening and watering plants are set up by college. Through the green campus drive students planted some trees in campus and they guardian one plant so, they are responsible for watering and caring their plants.

4. Laboratories-

All science departments, as well as B. Voc and M. Voc departments, have laboratories. Lab instruments and equipment are repaired and maintained by experts or lab assistants. The cleaning of labs is carried out by the peons assigned to specific departments.

5. Vermicomposting unit

The Vermicomposting unit is maintained by students, teaching staff, and supporting staff of the Zoology department.

7. Administrative Office:

The administrative office is cleaned and maintained by non-teaching and supporting staff.

8. Solar Power System:

The solar power system of the college is cleaned and maintained by experts, non-teaching, and supporting staff.

9. Lift:

The lift in the nursing building is cleaned and maintained by experts, non-teaching, and supporting staff.

C. Support Facilities:

1. Gymkhana, Gym and playground-

Repairing and Maintaining Electric Instruments of Sports, Sports Rooms, and Playground:


The Director of Physical Education, non-teaching staff, and players are responsible for repairing and maintaining electric instruments in sports, sports rooms, and the playground. Outdoor sports facilities and gym equipment are regularly oiled, greased, and used frequently. Repairs to the gymnasium and specialized equipment are carried out by trained agencies.

2. Auditorium, Mini-theatre and instruments-

Cleaning, Repairing, and Maintenance of Electronic Devices, Musical Instruments, and Other Facilities:

The coordination, cleaning, repairing, and maintenance of all electronic devices, musical instruments, and other facilities are overseen by the coordinator, supporting staff, and cultural students. Repairs of specialized equipment are carried out by expert agencies.




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