

SMT. KAPILA KHANDVALA COLLEGE OF EDUCATION

POLICY & PROCEDURE FOR MAINTENANCE & UTILIZATION OF  
PHYSICAL, ACADEMIC, AND SUPPORT FACILITIES

**OBJECTIVES**

1. To use the policy guidelines for maintenance of various facilities for optimum utilization and smooth functioning of various service facilities.
2. To minimize the probabilities of workplace hazards and ensure the safety of all stakeholders.
3. To create a system for allocation of physical and academic facilities and utilization of resources for academic, research, and administration work.
4. To create a system of standardized maintenance and utilization procedures of various facilities for efficient and smooth functioning of the college.
5. To prevent misuse and underutilization of various facilities and services.
6. To achieve timely up-gradation, replenishment, repairing, and replacement of Resources and Services.

**MAINTENANCE OF INFRASTRUCTURE**

- The Institution possesses spacious classrooms which have enough fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.
- Classrooms with furniture, teaching aids, and laboratories are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments.
- Dead Stock Register (Asset register) is maintained and updated regularly.
- Old and outdated equipment are discarded by the concerned Departments after taking the approval of the Principal and Management.
- Entire campus is monitored by CCTV Cameras to monitor security and safety and records are kept for the duration of \_\_\_\_\_ days.
- Sanitary Napkin Vending Machines are placed in the girls' toilet.
- Students are sensitized regarding cleanliness and encouraged for energy conservation by careful use of electricity in classrooms
- First Aid Kit with necessary medicines is kept in the office
- Fire Extinguishers are placed at appropriate places, and they are replaced periodically. The demos regarding its use are given to staff and students for their prompt use during disaster management workshops organized by college.
- The infrastructure management committee comprising teaching, administrative, and support staff, supervises and facilitates usage and maintenance of infrastructure facilities. From time-to-time students also gives necessary suggestions on different aspects of Infrastructure.

- Committee discussed the suggestions and issues related to infrastructure with the principal for necessary actions.
- The college principal communicates the requirements to college management and accordingly management gives approval for budget allocation.
- College in its annual budget makes necessary provisions for expenses for infrastructure maintenance and the addition of new facilities whenever required. In case of a deficit, infrastructure augmentation is supported by management.
- College and management have annual maintenance contracts (AMCs) for the regular maintenance of various facilities.

## **UTILIZATION OF ACADEMIC AND INFRASTRUCTURE FACILITIES**

In college resource utilization is need-based.

Regular lectures happen in lecture halls and small group interactions and pedagogy sessions in method rooms.

Lecture halls are also used for workshops and seminars conducted for students.

The conference room is used for regular meetings.

Students and staff use the computer lab and library on daily basis.

AV resources in the classroom are used during each session.

The College library can be accessed during college hours on all working days.

In the library, different reading room arrangements are made for B.Ed. students and Ph.D. scholars.

Facilities like canteen, gymkhana, and other facilities are shared facilities among sister institutions.

Asset register and deadstock registered are maintained by the college office.

Students and other stakeholders are sensitized to cleanliness and encouraged to energy conservation.

## **POLICIES**

- ⇒ College should make a committee comprising of Teaching, Nonteaching, and admin staff who should do periodic supervision of infrastructure and facilities available on campus and raise requisitions for necessary repairs and maintenance.
- ⇒ Based on requisition, necessary action should be taken under the direction of the principal and wherever required support of management should be cited.
- ⇒ Budget allocation for infrastructure management and augmentation should be revised during budget preparation and should be approved by college development committee meetings and by management.
- ⇒ Rules and regulations for Directions for utilization of ICT facilities and computer lab should be prepared and communicated to all students.
- ⇒ College should outsource agencies by undergoing AMCs for maintenance of various agencies.

- ⇒ College should utilize support staff or should outsource external agencies for cleanliness.
- ⇒ College should prepare guidelines for waste management and all stakeholders should be trained for the same.
- ⇒ Regular training programs should be organized for disaster training and waste management.
- ⇒ Institute should maintain an asset register and deadstock register.
- ⇒ College should maintain sufficient water stock in case of supply failure.
- ⇒ College should conduct audits of Infrastructure and fire safety at regular intervals.
- ⇒ Fire safety equipment and a disaster management committee with the plan should be in place and conduct regular activities for the for same.
- ⇒ The Institute should have UPS Stabilizer for server and Computer terminals.