



Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai & Reco. by Govt. of Maharashtra)

S. M. Joshi Vidyaniketan, P 63, MIDC, Mirjole, Ratnagiri 415 639

Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com



POLICY FOR INFRASTRUCTURE MAINTENANCE

Procedure and policies for maintaining and utilizing physical, academy and support facilities– laboratory, libraries, sports, computers, classrooms etc.

There are established system and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, libraries, sports, computers, classrooms etc. in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipment, machine etc. in working conditions. In case of break downs standard procedure is followed to bring the equipment/ machine in working conditions. A brief description is presented below on maintenance and utilization of some facilities.

1. Computer Laboratory -

Each laboratory has one lab assistant. Head of the department and lab assistant is responsible to maintain and upgrade the laboratory with necessary equipment's from time to time to cope with change in the syllabus. Dead stock verification is carried out to verify working / non- working / missing equipment's etc. Preventive maintenance and performance monitoring is carried out. Evenly library assistant keeps the record of utilization of equipment's, computers and other required material for experiments.

2. Sports (Ground / Equipment's) –

Head of the sports department of college looks after the sports facilities and the activities. The sports equipment's are issued to the students as per the schedule of the event. If any equipment gets faulty sport head submits proposal for maintenance.



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3. Class Rooms-

Class rooms are allocated to all departments along with necessary ICT tools. The class rooms cleaned the on daily basis and monitoring by as well as class teachers.

4. Library-

Librarian will prepare the report on the same and utilization on books by the students of books as per the requirement initiated with library committee by requirement of books from various departments this is then following the procurement procedure.

5. Electrical, Plumber, Fabrication, Gardner etc-

Institute as employed technicians (electricians, Plumber) for up keeping and maintenance of overall institution, following are the some names of the procedure and policies for maintaining are the institution (for electric maintenance Mr. Amit Tambe, for plumbing and providing water facilities, M/s. Swati Plumbing, for fabrication Mr. Hemant Keer, for civil work Mr. Santosh Gurav, for Gardening Mr. Mali)

Date: 12/04/2018

Place: Ratnagiri




I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639