

# DAYANAND SCIENCE COLLEGE , LATUR

## Policy Document for Maintenance

### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory equipments, library, lift, toilet cleaning, air-conditioners, electrical ac generators, sports complex, computers, classrooms etc.**

The overall authority and responsibility for maintaining and utilizing the physical, academic and support facilities rests with the Principal. The Principal by delegating the authorities and responsibilities to Vice-Principals, Head of Departments and various committees, ensures that the resources are optimally utilized and maintained for the benefit of the stakeholders. A qualified engineer is appointed by Dayanand Education Society to look after infrastructure augmentation and maintenance. The financial requirements are assessed on the basis of the requirements submitted by the Head of Departments and other Support Units at the beginning of Academic Year. The College Development Committee by considering the availability of resources and the requirements makes budgetary provisions for upgradation, maintenance and utilization of all the resources of the institution. All the purchases are done through Dayanand Education Society as per the laid down norms and procedures. All the resources are recorded in the Accession Register and Stock Register maintained by the Office.

Library resources are maintained by the Librarian with the help of support staff under the overall supervision of the Library Committee. The library resources are made available to the students and staff from 10.00 a.m. to 11.00 p.m. on all days excluding Sundays and holidays. After the normal working hours, the Reading room facility is available upto 11 pm during the examination period. The overall maintenance of furniture, computers, photocopying machines, etc. are made through the professionals. The regular cleaning and sweeping are done by the support staff of the college.

The sport facilities are maintained and looked after by the Director of Physical Education with the help of support staff under the overall supervision of Sports Committee. Gymnasium equipments are looked after by the Gym instructor and maintenance is done through outsourcing, whenever required. The physical facilities like Computer Lab, library, classrooms, sports facility, etc. are made available to the students and staff members as per the time table and schedule which is planned for optimum use of facilities under the supervision of the staff and instructor/assistant. The resources of the Computer Lab are maintained and utilized under the supervision of Head of the Departments with the help of support staff.

The Computer Lab equipments are repaired and serviced periodically by outsourcing as per the needs. The maintenance of computer hardware and IT enabled systems are done by the technical staff and hardware technician. The electrical equipments and systems are maintained by the electrician of Dayanand Education Society. Painting and beautification of the campus are done periodically through external agencies.

Sweeping and cleaning of the classrooms, passages, ground, etc. are done every day by the support staff under the overall supervision of the Office Superintendent. The following facilities are outsourced for Maintenance of physical facilities to Outsourced agency-

- Computer hardware and software of college- Shri.Ramdev Computer Services,Latur
- Office Administration Software (CMS) -MasterSoft Pvt. Ltd., Nagpur
- Website designing and maintenance etc. -SP Designs and Solutions, Latur
- Electricity devices maintenance and repairs -Shri.Pritam Mule
- Garden maintenance -Temporary Gardner occasionally
- Solar system installation and maintenance-Aditya Green Energy
- Air-conditioners maintenance by Dhoot Air-conditioners systems
- Lift maintenance contract by J K Qualitech
- Electrical ac generators maintenance by Harekrishna Generator Services