

**Sadhu Vaswani (Autonomous)  
College**

**Maintenance Policy**

# MAINTENANCE POLICY

The institution incorporates its maintenance policies which embrace a resourceful team from the management. The Physical, Academic and support facilities are maintained and rectification of the faults are attended immediately.

## MANAGEMENT

The Management takes major decisions and reviews the requirements of the infrastructure and other facilities. It comprises of Secretary, Principal, Vice Principal and Dean of Academics. To discuss matters relevant to the maintenance of various facilities and development of the institution meetings are held frequently

## CAMPUS MAINTENANCE

The day to day maintenance of the campus is monitored by the Administrative Officer with the help of support staff. The Heads of the department notifies all maintenance related needs to the AO. Stock registers are maintained properly.

The general work done by support staff are as follows:

- The support staff cleans the office area, corridors, staff rooms, classrooms, library, laboratories, halls and common areas.
- Students and staff restrooms are cleaned regularly.
- They check the constant flow of water.
- Gardens are maintained on regular basis.

## CLASSROOM

The Administrative Officer leads the support staff in maintaining classrooms. Classrooms are cleaned daily. Monitors the maintenance of computing equipment, furniture and fixtures of classrooms, LCD projectors, electricity and carpentry.

## **LIBRARY**

The library resources are maintained by the librarian. Internal stock verification is done periodically. The librarian records the log and footfall register daily. Records are maintained for the books purchased. Computerized bar code system is used for book issues and returns. Digital Gate register is maintained. The library is under 24/7 surveillance. It is mandatory for students to get signed in the no due form to ensure the book returns before the commencement of examinations.

## **LABORATORY**

The Computer Lab is maintained by the Lab technician. Stock details and students access details with in and out timings are maintained. Uninterrupted power supply and internet is available 24/7 in the lab. Printer and Scanner are also maintained properly.

## **SPORTS AMENITIES**

Sports equipment and playgrounds are maintained by the Physical Director with the help of support staff. Stock register for sports and games equipment is maintained by the Physical Director. Weeding and levelling is done periodically to maintain the ground.

## **AUDITORIUM MAINTENANCE**

Conference hall and auditoriums are booked in advance and are accessed on priority basis. Its cleanliness is taken care of by support staff.

## **MAINTENANCE OF OTHER AMENITIES**

Water purifiers are maintained by the institution through AMC. Plumbing and electrical services are available round the clock in the campus. Restrooms are cleaned daily. The electrician oversees uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution etc. Air conditioners are maintained by technicians.

## **SECURITY SYSTEM AND WEBSITE MAINTENANCE**

Security guards for the college are outsourced. CCTV maintenance of the college is done by Foresight Technologies. Fire extinguishers installed in the campus are maintained by the respective departments with the support of FOURGEN Computer company. The college web team frequently updates and maintains the website.

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