

Infrastructure Development and Maintenance Policy

1.	Administrative Policy Number (APN): 14/2021- 2022	Functional Area: Physical and Digital infrastructure
2.	Brief Description of the Policy:	Purpose: To develop and maintain infrastructure Audience: All Stakeholders
3.	Policy Applies to:	All Stakeholders
4.	Effective from the Date:	1 st November 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Administrative Officer and Principal
7.	Superseding Authority	Management Authorities
8.	Last Reviewed/ Updated:	New Policy
9.	Reason for the policy	Development and Maintenance of Infrastructure facilities
10.	References for the policy	Management Guidelines

Introduction: The College is endowed with infrastructure pertaining to instructional, administrative and amenities besides furniture, equipment and other physical material. They must be maintained properly and kept in good condition for the best use of the stakeholders of the Institution. The college has an extensive infrastructure to facilitate its teaching, learning and research programmes. There are well defined and established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Annual budget is allocated for proper maintenance of physical and academic facilities. This document aims to provide a framework on allocation of various responsibilities to ensure effective use and maintenance of existing infrastructure for campus development and allied activities.



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Objectives:

To provide ambient environment for teaching – learning, research, faculty and student development activities, conducive facilities for administrative activities besides best-in-class amenities to immediately address the issues of maintenance, if any, through a proper systematic work flow

Standard physical facilities:

Infrastructure facilities: 33 Class Rooms; 20 Laboratories ; 1 Research Laboratory;

2 Auditoriums; 7 Computer labs; 1 Conference Hall; Library; Sports complex and Gymnasium, Language Laboratory, Solar system, Terrace Garden, Elevators, Parking, Generator etc

Administrative facilities: Principal/PGKM Director room; Board Room; Office all inclusive; Cabins for Heads of Department; Department Offices; Faculty Rooms; Central Stores; Maintenance; Security; Housekeeping; Pantry for Staff; Examinations Control Office; Placement Office, alumni office etc .

Amenities: Toilets (Ladies & Gents); Boys Common Room; Girls Common Room; Cafeteria; Gymnasium; Auditorium, Open Air Auditorium ,elevators.

Overall maintenance: The Building and Infrastructure Maintenance Section headed by the administrative officer of the college is responsible for overall maintenance of the physical infrastructure of the institution in coordination with the heads of the Department and other unit heads Maintenance of the buildings such as, electrical works, minor civil works, plumbing works, uninterrupted water facility, maintenance of generator, Fire equipment, white washing and campus cleanliness shall be conducted regularly. AMCs for are in place.

Process for maintenance: The heads of departments/vice principals inform the Building and Infrastructure Maintenance section for any kind of repair/breakdown in writing.

The Building and Maintenance Section depute the relevant technician/electrician to the department/section concerned to complete the job at the earliest.

Upon completion of the work, the technician/electrician shall record the work done in the maintenance register and get it attested by the concerned head of the department/unit if any accessories needed to complete the work.



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The carpenter/technician/electrician should intimate to the Building and Maintenance Section for purchase and provide within an approximate time frame to complete the work.

In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Principal and PGKM.

All the condemned items should duly be reported to the Principal, under whose purview such items will either be discarded or put into auction/scrap sale once in a year.

All the departments and sections must maintain proper stock registers and the college shall constitute a committee for stock verification every year and report the same to the governing Body.

Maintenance of Academic facilities in the Department: The Heads of the Departments are responsible for optimum utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, research labs and other academic infrastructure. The Heads of the Departments must ensure that the classrooms/laboratories and other academic facilities have adequate furniture, lighting, and uninterrupted electrical and water supply. The materials available in the department are properly entered into the stock register/log book and must be kept updated for verification/audit. Damage/loss of the goods/leakage should be instantly reported to the maintenance section. Any repair work/service must be performed by the designated staff only. Cleanliness and hygiene must be given utmost priority.

Maintenance of IT facilities: Computer systems, Servers, Internet and Wi-Fi facility, Smart Boards, LCD projectors, Computer Hardware, CCTV, Biometric Devices, Audio-Visual tools and other ICT equipment shall be maintained by the qualified technical staff. The college centralized data centre provides internet, surveillance and data management services through Wi-Fi network connected through an optical fiber cable to all departments and administrative offices. The ICT enabled classrooms with smart boards at college departments are reaping benefits of high-speed Wi-Fi connectivity to conduct various online programmes like outreach programmes, invited lectures as well as conduct of virtual national and international conferences. The centralized facility data centre not only monitors but also provides access for high-speed computation and data management across various labs.

Maintenance of Library: Access, issue and return of the books must be under careful vigilance of the Librarian. The racks and furniture in reading hall should always be kept clean and the librarian monitors periodically the maintenance of racks, almirahs, books, computers, CDs, and other material in the library. Librarian must ensure that the books be organized as per the standard library practices for the easy access of the users. Online and offline catalogues are updated periodically and as and when a new addition is made. Stock Register is maintained and verified during the audit. The Accession Register, Gate Entry Register, Circulation Register, Fine Register, Missing Books, No Dues applications, E- Journal usage Statistical Reports, Issue Register of all the visitors/users of the library shall be maintained up to date. Photocopiers and other reprography equipment shall be serviced periodically through AMC and/or on call basis.

Maintenance of Sports Infrastructure

The Physical Education Director is in-charge of the proper utilization and maintenance of the sports Infrastructure, facilities and material. Regular practice on sports and games should be provided to the students in the respective fields and courts. Sports equipment should be maintained in good condition by the Physical Education Director for regular use by the students. Stock Register must be updated with every new procurement /condemnation. Annual Stock Verification is performed with the help of the committee instituted by the Principal. All the data pertaining to the achievements of students, conduction of events, list of students participated outside and other reports related to sports activities must be maintained properly for audit.

Development and support facilities: The Development Office is in charge of purchase and procurement issues and procedures, such as e-tenders. It also keeps track of the college infrastructure and other valuables, as well as dealing with annual maintenance contracts of both academic and physical infrastructure. The store office keeps a record of every equipment purchased and maintenance services employed. The stock registers are maintained at both store office as well as at respective departments. For specific purchase of equipment at departments laboratories, maintenance or repair is undertaken by the concerned head/director of the department/centre as per laid down procedures of PGKM. The maintenance of infrastructure is done through both administrative sections as well as at individual department level.



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A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. The college follows the guide line and instruction issued from time to time by the Government and other funding agencies for utilizing the grants received.

Responsibility rests with:

- A. **Laboratory:** Head of the department and the lab attendant
- B. **Library:** Librarian
- C. **Sports Facility:** Director of physical education
- D. **Computer utilization and Maintenance:** Principal and technical assistant
- E. **Internet Usage:** The management and IT committee
- F. **Infrastructural Management:** Infrastructure committee



Principal
Principal
Haribhai V. Desai College of
Arts, Science & Commerce,
PUNE-2.