शिक्षण प्रसारक मंडळी, पुणे

R. A. Podar College of Commerce & Economics

AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC

Certified as 'Best College' by University of Mumbai

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Estd. 1941

Policy on Maintenance and Utilization of Physical, Academic, and Support Facilities

1. Introduction:

R. A. Podar College of Commerce and Economics, an esteemed autonomous institution, is dedicated to maintaining top-tier facilities supporting academic excellence and holistic student development. This policy outlines our commitment to effectively managing and utilizing physical assets, academic support facilities, and technological infrastructure.

2. Scope:

The policy covers all the immovable and movable assets of the college including the physical infrastructure. The scope of the policy gets widened with the induction gadgets and equipment which are innovative and new, yet are required to enhance the learning environment of the college. Maintenance also includes beautification, betterment, replacement of parts and accessories, Updating, and upgradation.

3. Objectives

1. The physical facilities namely, land and buildings need to be safe, clean, and green

2. They must be in usable condition and should be available when needed

3. They should be protected from wear and tear

4. They must be insulated from heavy rains, floods, and other natural disturbances

5. The furniture needs to be clean and pest-free

6.   The water tanks supplying drinking water and the water coolers need to be free of germs and bacteria

7. The drainage pipes need to be fault-free

8. The water pipes and taps need to be leak-free

9. The library books should be clean and dust-free

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10. The computers, printers' cameras, shredding machines, and laptops need to be functional and should give quality output

11. The gym facilities, green gym, and four-station gym station should be functional

12. The auditorium and the balcony should be available for proper use

13. The amenities in the Ladies Common Room should be satisfactory.

14. The podiums, overhead projectors, and the blackboard in classrooms should enhance the teaching-learning experience.

15. The policy should help in optimum utilization of the physical resources.

16. All measures to prevent theft and misuse of facilities.

4. Maintenance categorized

4.1 Physical Facilities, campus, classrooms, playground, Multipurpose hall, and others

These facilities require **daily maintenance** which could be achieved through the following

1. Constitution of an Estate Management Committee comprising faculty members, and non-teaching staff to oversee regular inspections
2. Outsourcing housekeeping to maintain the cleanliness and hygiene of physical surrounding
3. Regular checkups monitoring and inspections are to be assigned to the **hygiene brigade** from the student group
4. Maintain a detailed inventory to monitor asset conditions and facilitate timely Maintenance.
5. Review the services of the outsourced housekeeping staff regular
6. Regular check-ups, of fans, tube lights, air conditioners, and other electronic devices through an annual maintenance contract
7. Water filters are to be checked for water quality.

4.2 Library:

Maintenance Policy regarding Library covers

1. Library clerks to be upskilled regularly
2. Clean and dust-free environment
3. Systems and SOP in place for use of facilities including printout and video conferencing facility
4. Desktops and Laptops to remain up to date
5. Policy for lending and borrowing need to be in place
6. To ensure the weeding of books is according to norms prescribed by S P Mandali
7. Library Advisory Committee to oversee additions and deletions

4.3 Sports Facilities-indoor games and Gymkhana

Maintenance Policy regarding gymkhana covers

1. The upkeep of indoor game equipment like chess, carrom, TT table, etc.,
2. The college has a Rifle regiment in the NCC wing. They need to be counted, oiled, and arranged periodically for proper upkeep.
3. Proper registers and SOP for using the implements and sports equipment

4.4 Computer Laboratories and Faculty Facilitation Room

Maintenance Policy regarding Laboratories and Faculty Facilitation Room

Policies related to Language laboratories, FinTech laboratories, and Computer laboratories are required to draw from the guidelines related to IT policy. However, an AMC is to be given for the upkeep of hardware and software. The vendor and the services of the vendor need to be monitored by the faculty from the Mathematics Department, Language and Literature Department, and Data Science Department.

5. Conclusion:

Investing in physical facilities will give dividends only when they are maintained to give the desired results. A. Podar College of Commerce and Economics (Autonomous) remains steadfast in its commitment to maintaining and utilizing physical, academic, and support facilities to the highest standards. Through meticulous planning, dedicated committees, and robust systems, we ensure our facilities meet the evolving needs of our stakeholders. By prioritizing excellence in facility management, we create an environment conducive to academic achievement and holistic development.

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