

Chanda Shikshan Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR
Maintenance Policy and Procedure

1. Department in need of repair and maintenance work has to register the complaint in the administrative office with the registrar giving the details of the maintenance required.
2. Technician visits the site and completes the maintenance as required.
3. Head of the department signs the Job Completion Report.
4. Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
5. All monthly maintenance bills are brought to the notice of the President.
6. The college has Annual Maintenance Contracts for computer related repairs and maintenance, Generators, fire extinguishers, CCTV cameras, water purifiers, and pest control for library.

A) Procedure for Utilization of Support facility:

I. Sports facilities:

1. There are several schools and colleges of the parent management having many sport facilities.
2. The college can use any of the support facility available with these sports departments by making a requisition in writing for the same in advance.
2. Upon receipt of the letter the in-charge confirms the availability and the college can make use of the specific facility.

II. Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed.
3. Students carefully use main instruments and hazardous chemicals under the supervision of the Teaching or non-teaching faculty.
4. Dead Stock register is to be maintained and updated regularly.
5. Dead Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.

6. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.

7. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.

2. This library card can be used for issuing two books every week.

3. Non return of Library book on time will attract the applicable fine.

4. Every student can access online journals and magazines through computer terminals available in the E Library as well as using password provided to them (remote access).

5. The student must sign in the register upon arrival in the Library.

6. All college students are free to use the central reading rooms available in the library, which are open from 8.00 a.m. to 10.00 p.m.

IV. Utilization of Computer Laboratory:

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.

2. The department of Computer Science maintains all computers and peripherals through IT Infrastructure maintenance and development committee.

3. All outdated and old computers are disposed through e-waste management system.

4. All new requirements of computers are processed through Department of Computer Science

V. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.

2. Each teacher is given responsibility for the maintenance of class rooms.

3. The concerned teacher informs the college maintenance head about the requirement of repair / cleanliness.

Sd-
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