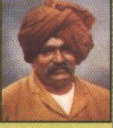

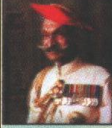


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|  <p>Estd. : 1901<br/><b>SHRI SHAHU CHHATRAPATI<br/>SHIKSHAN SANSTHA</b><br/>2968 C, Dasara Chowk, Kolhapur - 416 002.<br/>☎ 2642921, 2640922, Fax : (0231) 2641954<br/>E-mail : shahuchh@hotmail.com</p> |  <p>Shri Shahu Chh. Shikshan Sanstha's Estd. 1971<br/><b>SHRI SHAHAJI CHHATRAPATI<br/>MAHAVIDYALAYA</b><br/>2968 C, Dasara Chowk, Kolhapur - 416 002. ☎ 2644204,<br/>Fax : (0231) 2641954 E-mail : sscm34.cl@unishivaji.ec.in<br/>Website : www.shahjcollege.ac.in<br/>Reaccredited by NAAC with Grade 'B' (CGPA-2.61)<br/>Affiliated to : Shivaji University, Kolhapur - 416 004, Maharashtra</p> |  |
|---|---|---|

Chairman

**Shri. Mansing Vijayrao Bondre**

Hon. Secretary

**Shri. Vijayrao Shripatrao Bondre**

Principal :

**Dr. R. K. Shanedivan**, M. A., Ph.D. NET (Marathi)  
Off. : (0231) 2644204, Mobile : 9960995853

Ref. No. : S S C M /

# Infrastructure Maintenance Policy

## Infrastructure Maintenance Policy

The college has established system and procedure for maintaining and utilization of physical, academic support facilities. It has adequate number of spacious class rooms, seminar halls with ICT facilities, Laboratories, Shivaji Granthalaya (Library) and Gymnasium. Policies and plans for academic and physical infrastructure development and maintenance are formulated in advance. Management, College Development Committee (CDC), Office Head and Principal play a pro-active role in decision making, budgeting, implementation and optimal utilization of infrastructure facilities. Infrastructure-related plans are reflected in the Perspective Plan of the college. The college follows the following procedures and policies for maintenance.

- The budgetary provision for maintenance of physical facilities is made by the accounting section in consultation with the principal at the beginning of the year under the budget heads such as building and other repairs and maintenance.
- Heads of departments, librarian and Director of Physical Education submit their requirements to head office. Then, the budget of the institution is prepared by account section.
- After preparing the budget is placed before the purchase committee. Purchase committee puts the budget proposal in front of the College Development Committee (CDC), which approves the same after discussion and verification of the budget.
- Procurements are made after obtaining quotations from vendors and placing orders on competitive terms.

## Academic

- Separate Laboratories are to be allotted for classes based on a college timetable.
- Peons are allotted for each classroom and laboratory to maintain cleanliness.
- Time table adjustment committee are allotted classroom as per the students strength of each class.
- Heads of departments regularly supervise classrooms and laboratories.
- Trained staff is assigned to laboratories.
- They check equipments/apparatus regularly and verify their working condition.
- Broken or damaged equipments are reported to the principal through heads and maintenance work is undertaken.
- Generator, computers, projectors, printers and other accessory, electronic equipments are tested and repaired by experts when it is needed.
- Dead Stock register is to be maintained and updated regularly.
- Old and outdated equipments, chemicals and instruments should be discarded by standard procedure.
- Computer repairs maintain is done by college technician.
- Other works such as carpentry, gardening and swiping, moping, cleaning by college peons.
- The maintenance work related to facilities like furniture, replacement electric work, plumbing, toilet cleaning, water tank cleaning and maintains of aquaguard service etc. is done by hiring services.
- Major repairs and maintenance work are done through authorized vendors of the institution when it is necessary.

### **Shivaji Granthalaya (Central Library):**

- Library committee supervises the maintenance of library building and its resources.
- It holds meetings and prepares an action plan and maintenance work is allotted as per need.
- Regular maintenance of the library is assigned to the library staff.
- Chemicals are used to protect from insects.
- Binding of old books is done by library staff and also by vendors.
- Hardware and software's of computers are checked regularly and maintained by computer technicians of college.

### **Gymnasium:**

Adequate infrastructure facilities for various indoor and outdoor sports are available. Facility of multi-purpose gymnasium is available. Indoor game facilities (Carom, Chess set, Taekwondo); outdoor games facilities (football, hockey, Softball, Kabbadi, kho-Kho, Basketball and Yoga). A sports committee is formed for maintenance and development of sports.

- Attendants are allocated to maintain sports equipments and cleanliness of the gymkhana.
- Playground are looked after gymkhana staff.
- Damaged equipments are repaired or replaced on time.
- Director of Physical Education supervise and monitors related o sports facilities
- Upon receipt of the letter the Physical Director confirms the availability and the department/college can make use of the specific facility.

The infrastructure committee is formed for maintenance and development of college. Campus cleanliness, discipline of parking and campus development like tree plantation, plastic free campus is taken care by the committee. Overall maintenance of the institution is monitored by the principal.