

**MTES'S**

**Smt. G.G. Khadse College Muktainagar**  
**Dist - Jalgaon 425306**



Estd: 1990

**MAINTENANCE POLICY**  
**DOCUMENT**



Muktainagar Taluka Education Society's

Smt. Godavaribai Ganpatrao Khadse College,  
Muktainagar, Dist : Jalgaon- 425306

मुक्ताईनगर तालुका एज्युकेशन सोसायटी, संचलित

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## **MAINTAINANCE POLICY DOCUMENT**

### **Introduction:-**

The college was established in 1991 is continuously progressive towards excellences. It has an administrative wing .number of classrooms, laboratories and support services such as library, hostel, sports complex, canteen etc. The college management has framed a maintenance policy for functional checks, repairing or replacing necessary equipments, machinery and building infrastructure. The coordination between facility allocations, maintenance ensures optimal and effective utilization of resources.

### **Classrooms:-**

- In consultation with time table committee and head of institution, classrooms are optionally allotted for working hours.
- The sweeper is appointed for cleaning and care of classroom.
- Purchasing of new table, chair, board ,curtain and other consumable is done by raising the requisition to college management through Head of the Institution.
- The Head of respective Departments report any repair regarding electrical and infrastructural maintenance of classroom to head of the Institution.

### **Laboratories:-**

- The respective faculty staff and laboratory assistant are responsible for maintaining the equipments.
- The non teaching staff does the cleaning and maintenance of laboratories as per the cleaning schedule which is monitored by the respective Head of Department.
- The maintenance of major equipment repair is sought through external expert whenever necessary with prior permission of Head of Institution.
- The minor repair for laboratory equipments will be seen by laboratory assistant.
- The Head of respective Departments report any repairs regarding electrical, water supply, drainage, gas and infrastructure to the head of the Institution.

### **Computer and ICT Facilities:-**

- The in-charge of computer hardware maintenance of college looks after computers, printers, projectors, accessories, antivirus, LAN /Wi-Fi, Internet Network. The Head of respective departments consult such a issue to him.
- New laptops, projectors and other consumable purchase are done after the approval by college management through head of the Institution.
- The head of the Computer department maintains and upgrade administrative and examination software of college.

### **Sports:-**

- The Sports Director maintains the sports equipment and facilities.
- The Sports Director takes care of regular weeding and leveling to maintain the ground.
- New equipments for indoor and outdoor sports activities and infrastructure purchase annually after approved by College Management.

### **Hostel:-**

- The Hostel Rector maintains the facilities at the hostel with the help of assistant.
- The Hostel Rector reports any repairs regarding electrical, water supply, drainage, and infrastructural maintenance to the maintenance in-charge.
- New recurring purchase or infrastructure up gradation performed annually or as and when needed after approval by the College Management.

### **Library:-**

- The college has well-equipped library, reading room with necessary books, journals, magazines and periodicals. The library uses semi-automated software and is daily open between 8.00 am to 5.00 pm except Sundays and Government Holidays.
- The subscription for journals and magazines is renewed every year. The respective department recommends regarding addition and deletion of journals and magazines for the following calendar year. The library will continue the existing subscription for journals and magazines if no recommendations are received.
- Through physical verification, the loses, misplacements and mutilated documents that need repairs are identified.
- Weeding out of the outdated, unwanted and old syllabus books is done as per the recommendations and approval of the library committee.
- Document maintenance includes shelving, dusting, cleaning, shifting and rearrangements, shelf rectification, stock verification, binding, preservation, care and weeding out of documents.

**General maintenance of Campus:-**

- The maintenance of R.O. plant is done by external agency as on requirement by the Head of the Institution.
- The maintenance of main water supply for campus from the well and plumbing is done by external agency as on requirement by the Head of the Institution.
- The maintenance of Solar posts and general electrical supply is done by external agency as on requirement by the Head of the Institution.