Maintenance, Housekeeping and Write-off Policy

1. The Department which is in need of repair and maintenance work has to register a written complaint to the maintenance committee through respective HOD. The details of the maintenance work need to be mentioned.
2. Maintenance Person inspects the site and completes the task.
3. Ones the task is completed, Head of 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 Principal.
6. The college has Annual Maintenance Contracts for Security and housekeeping.

Policies of Academic and Support Facilities:

Utilization and Maintenance of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Concerned departments are given responsibility for the maintenance of their class rooms.
3. Department Head, informs the maintenance committee regarding maintenance and requirement of repairs / cleanliness.

Utilization and Maintenance of Laboratories:

1. Laboratories are allotted for Practical session based on a timetable.
2. Standard Operational Procedures for handling various chemicals, equipments and instruments are to be strictly followed.
3. Stock register is maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the departments at the end of the Academic Year.
5. Old and outdated equipments, chemicals and instruments are discarded by standard procedure.

Utilization and Maintenance of Computer Laboratories:

1. The computer laboratories are allotted to the students as per their curriculum requirement of SPPU; Respective Heads of the department prepare the schedules for allocating the computer labs to the students as per the timetables.
2. The maintenance of computer laboratories are taken care by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers
3. All outdated and under configured computers are disposed.

4. Additional requirements, if needed are processed through Governing body as per the proposal raised by the concerned Head of Department during budget proposal.

Utilization and Maintenance of Library:

1. The book list requirement is received from the concerned department as per their curriculum changes and as per the variation of intake.
2. The students are instructed to procure an Identity card to access the library.
3. Each student is allowed to take four books for the period of 15 days.
4. Each faculty borrows 15 books for each semester.
5. If student fails to return the book in time, fine has to be paid by the student.
6. All the functions of library i.e. book borrowing and lending etc. are monitored by fully automated library software.
7. Students can utilize the library daily on all working hours from 8.30 am to 5.00 pm as per their timetable and beyond working hours any one can access up to 6.00 pm.
8. Library reading room is open 24x7 hours during and before Exam (one month).
9. Every student can access online journals and magazines through Digital library.
10. Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if needed.
11. During annual maintenance if any books are found missing through students / faculty they are fined as per the cost of book.

Policy for Physical Infrastructure:

1. Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.
2. The maintenance schedules are executed with the support of both internal and external agencies.
3. The consolidated report of the yearly maintenance is recorded by Administrative officer for reference.

Policy for write-off:

1. Equipments which are beyond repair or have lost functional significance are intimated to committee through the Heads of Department.
2. Committee members personally check the equipments and convey the decision for further action like repair from outside agencies or write-off to higher authority.
3. For write-off of equipment, DSR records are updated by respective lab In-charge and same is authenticated by Head of Department and Principal.
4. Accordingly such equipments are write-off at college level with consent of Dean - Administration and Principal.

PRINCIPAL