



PADMABHUSHAN VASANTRAODADA PATIL MAHAVIDYALAYA
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POLICY FOR MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT SERVICES

Padmabhushan Vasanttraodada Patil Mahavidyalaya Kavathe Mahankal (hereafter referred to as "the College") recognizes the importance of maintaining and effectively utilizing its physical, academic, and support services to ensure a conducive environment for learning, research, and administrative operations. This policy outlines the guidelines and procedures for the maintenance and optimal utilization of all college facilities and services.

STATEMENT

The College is committed to maintaining high standards of upkeep and utilization efficiency for its physical infrastructure, academic resources, and support services. This policy aims to streamline processes, ensure accountability, and promote sustainable practices in the management of college facilities.

AIMS:

- To ensure regular maintenance and upkeep of college buildings, classrooms, laboratories, and other physical infrastructure to provide a safe and comfortable environment for students, faculty, and staff.
- To optimize the utilization of academic resources including libraries, laboratories, and IT facilities to support teaching, learning, and research activities.
- To efficiently manage support services such as transportation, cafeteria, and administrative offices to enhance operational efficiency and user satisfaction.

MECHANISM FOR IMPLEMENTATION OF THE POLICY:

Administrative Office Oversight: The Administrative Office is responsible for coordinating maintenance activities and managing utilization of resources in accordance with this policy.

Purchase Committee: A Purchase Committee, headed by a senior faculty member and including an invitee from the Internal Quality Assurance Cell (IQAC), convenes regularly to prioritize maintenance and procurement needs. Important decisions regarding resource allocation are made in these meetings.

IQAC and LMC/CDC Meetings: Permissions for major maintenance and purchase expenditures are sought and approved in meetings of the IQAC and Local Management Committee (LMC) or College Development Committee (CDC). These

committees ensure that expenditures align with institutional priorities and budgetary constraints.

Pre-determined Procedures: All maintenance and procurement activities are conducted as per pre-determined procedures and guidelines established by the college administration and regulatory authorities.

GENERAL MEASURES FOR OPTIMUM UTILIZATION:

Regular Inspections: Conduct regular inspections of buildings, facilities, and equipment to identify maintenance needs and ensure timely repairs.

Resource Allocation: Allocate resources based on identified priorities and needs assessed through IQAC and LMC/CDC meetings.

Sustainability Practices: Promote sustainable practices in resource utilization, energy conservation, and waste management to minimize environmental impact.

User Feedback: Solicit feedback from users (students, faculty, and staff) to assess satisfaction levels and identify areas for improvement in service delivery and facility management.

Training and Awareness: Provide training and awareness programs for staff involved in maintenance and utilization to enhance skills and ensure adherence to best practices.

Padmabhushan Vasantrodada Patil Mahavidyalaya Kavathe Mahankal is committed to maintaining high standards of maintenance and optimal utilization of its physical, academic, and support services. This policy serves as a framework to ensure efficiency, sustainability, and user satisfaction in the management of college facilities and resources.

This policy will be reviewed periodically to incorporate feedback, address emerging needs, and align with evolving institutional goals and regulatory requirements.


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