

Sonubhau Baswant College of Arts and Commerce, Shahapur, Dist. Thane

INFRASTRUCTURE MAINTENANCE POLICY

The college has formulated a policy for the maintenance of infrastructure and services. Day to day maintenance and care is taken by the administration office, in consultation with the principal. Local Management Committee/ College Development Committee monitor overall functioning of facilities and services. The absolute and essential requirements of minor expenses of maintenance or replacement or construction are immediately sanctioned in the meetings. The requirements of large expenses are sent to the Management Committee for approval and funding. Following activities are undertaken on the continuous basis:-

Library

- Library opens for the students from 8.00 a.m. to 4.00 p.m.
- Cleanliness is maintained by the staff.
- Librarian monitors whole activities of library.
- Regular issuing and returning of books after lectures get over.
- Students as per their classes are allotted with days for library business.
- Reading rooms are properly maintained.
- For maintenance librarian lodges complaints, if any, to the principal who after considering it, orders maintenance.
- Electricians, plumbers etc. are announced for the maintenance work.
- Bills are paid as per rule/ quotations by cash or cheque.

Gymkhana/Sport

- The Gymkhana is kept opens for the students twice a day i.e. 5.00 a.m. to 8.00 a.m. and 4.00 p.m. to 8.00 p.m.
- Students regularly visit Gymkhana for exercise.
- Ground is used for kabaddi, kho-kho, Cricket etc.
- A sport committee is appointed to look after the activities and functioning.
- New sport equipments have been purchased when required.
- Dead stock register is maintained.
- Maintenance of equipment is done as and when required.
- In rainy season grounds are cleaned up by the workers/ labors.

Classroom

- Classrooms are allotted as per the student's strength.
- Time to time maintenance is done.
- Coloring, pest control etc. have been done whenever required
- Electrician is announced whenever required.

Water Tanks

- Water tank is cleaned in regular intervals.
- Maintenance is done in time.
- Clean and purified drinking water is provided.
- An external Plumber takes care of plumbing whenever needed.