



VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

Policy Document
for
Infrastructure
Maintenance and
Management
System

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Introduction

Vivek Education Society's Vivek College of Commerce is housed in an extensive infrastructure to cater society's need of academic facilities to the residents of Goregaon and surrounding suburbs. The Institution has an established system for maintenance and utilization of Classrooms, Library, Gymkhana, Computers, Equipment and Laboratories in the complex. The management of the HEI has laid down the following policies and procedures for effective utilisation and maintenance of infrastructure.

Allocation of Infrastructure Facilities:

a) Allocation of Classrooms:

Allocation of classrooms for lectures is done in consultation with the Program Co-ordinators; Chief Co-ordinator and the Vice Principal. The Timetable Committee prepares the timetable based on the allocation of classrooms.

b) Allocation of Laboratories:

Allocation of time slots of Laboratories is done in consultation with the Co-ordinators, Chief Co-ordinator and the Vice Principal. Based on the allocation the Laboratory attendant is informed about the schedule of the Laboratory utilisation. The attendant is required to maintain a register of utilisation of Laboratories.

c) Allocation of Auditorium:

Allocation of utilisation of auditorium is done based on the importance of the program and purpose for which the auditorium is to be used. The Laboratories' attendant is assigned the duty to maintain records of the utilisation of the auditorium.

d) Utilisation of Gymkhana and Girls' Common Room:

Attendants of Gymkhana and Girls' Common Room take care of usage of Gymkhana and Girls' common room considering queuing and participation in inter-collegiate tournaments.

e) Utilisation of Library

Rules related to utilisation of library resources such as issuing books for home reading; online resources; resource centre to be framed in consultation with the Co-ordinators, Chief Co-ordinator, the Vice Principal and Librarian. The rules may be revisited from time to time in line with change in requirements.

f) Utilisation of Yoga Room

The principal in consultation with the in-charges and Yoga instructor/s will decide about the time slots for various Yoga programmes.

Maintenance and Replacement of Infrastructure Facilities:

a) IT Infrastructure

The requisite for enhancing IT Infrastructure is sanctioned through purchase committee based on general need of the HEI or a specific need of a programme.

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To maintain and keep all IT facilities functional, an external expert agency is appointed.

b) Gymkhana and Other Facilities

Consumables for sports and other activities may be acquired by the Sports Director / In-Charge in consultation with the Principal as per the budget approved by the management. All major purchases are sanctioned through the purchase committee.

c) Building, Furniture and other equipment

Classrooms with furniture, teaching aids and laboratories are maintained by the respective attendants. The laboratory assistants take care of their respective laboratories. Minor repairs are registered in a register maintained in the office and are attended on priority basis. The Committee maintains records in case of allocation of any stationery item to any department/ committee. To maintain the infrastructure, the management/college will


- Appoint staff/ care taking agency to keep the campus clean and dust free.*
- Appoint electrician, a Gardener, a carpenter, a plumber or any such other staff to maintain the HEI infrastructure and ensure safety in the campus.*
- Install Fire extinguishers at each floor and additionally wherever required and also ensure its regular maintenance.*

d) Maintenance and Utilization of Library and Library Resources

- The library staff will take care in handling of library documents, particularly during processing, shelving of books, journals and documents.*
- The following steps need to be taken:*
 - a) Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.*

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- b) Shelves should not be fully packed.
- c) Huge volumes need to be kept flat.
- d) Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
- e) Cleaning by using vacuum should be done regularly and carefully.
- f) CDs or any other documents containing device should not be kept open or near any magnetic or electric equipment, i.e., tape recorders, air-conditioners, etc.
- g) Books, journals and documents materials should be kept in a dust-free, temperature and humidity-controlled place.
- h) Proper pest control is to be done to minimize the problems caused by insects.



CA. Shrikant Marathe
IQAC Coordinator



Dr. Vijetha Shetty
Principal

Date: 29th August 2019

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