



BHERULAL PATIDAR GOVT. P.G. COLLEGE, MHOW



THE MAINTENANCE POLICY



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FOREWORD

Bherulal Patidar Govt. P.G. College, MHOW has a huge infrastructure which is growing day by day, to keep pace with the growing number of courses and students. For this purpose, a viable comprehensive maintenance policy has been instituted in the college.

The Institute shall examine its Maintenance Policy on a regular basis and review it as necessary to comply with policies and directives issued by competent apex bodies. Also, a need-based review of the Annual Maintenance contract should be made accordingly.

Regular maintenance of physical facilities and utility facilities is crucial for the proper functioning of any institution. A Maintenance Policy is framed as per the maintenance requirement of the Institution.

Facilities in classrooms, laboratories, utilities, gardens need to be constantly maintained, upgraded and enhanced continuously.

I seek the co-operation and support of all the stakeholders in this endeavor.

Dr. Praveen Ojha
Principal



Vision and Mission of the Institute

Vision:

“Our vision is to excel as an educational institution by providing career- oriented, value-based education. We aim to cultivate a community of independent, morally upright, and socially conscious young individuals, empowering them to contribute meaningfully to society.”

Mission:

- Provide quality education across various disciplines to encourage connectivity between research technologies and employability.
- Strive to become an institute focused on student needs, fostering experiential, innovative, and lifelong learning approaches to tackle societal challenges.
- Ensure literacy, learning and life skills to all, particularly girl scholars from tribal background.
- Inculcate an entrepreneurial mindset and values in students.
- Enhance collaboration with industries and institutions for mutual benefit.



Objective of the Institute

Objectives

- **To enrich students with best that is to learn.**
- **To infuse an environment of academics with skill-based education and technologies.**
- **To make the learners grow as a confident and well-groomed citizen.**
- **To enable learners to be creative, dynamic and competitive to face the challenges of academic demands at regional, national and international levels.**
- **To raise a generation rich in ethical values and cognitive empowerment to mobilize the available resources.**



THE MAINTENANCE POLICY

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THE MAINTENANCE POLICY

Preamble: -

This policy document is recognized as the “Maintenance Policy” of Bherulal Patidar Govt. P.G. College, MHOW. For any educational institution to operate properly, both physical and utility facilities must be maintained on a regular basis. A maintenance policy is developed in accordance with the institution's maintenance needs. Every institution that deals with a significant number of utility devices and general physical facility upkeep needs an annual maintenance contract or AMC. The management, together with the maintenance committee, must determine the budgetary allotment for the same.

Objective: -

Maintaining sophisticated instruments, general-purpose laboratory equipment, computers, peripherals and networking, internet / Wi-Fi connectivity, CCTV/surveillance systems, drinking water facilities, upkeep of the green campus, buildings (civil and electrical), roads, restrooms and general campus and building cleaning are the primary goals of the policy.

Committee: -

A committee is constituted for the effective implementation of the Maintenance Policy, which is as follows:

1. Chairman: Principal
2. Members:
 - 2 to 3 senior faculty members and
 - 1 to 2 technical staff.

Guidelines for the Implementation of the policy: -

The Annual Maintenance Contract (AMC) is an essential feature of the Institutional Maintenance Policy. Bherulal Patidar Govt. P.G. College Mhow too has an Institutional Maintenance Policy to take care of a large number of utility devices, general maintenance of buildings and facilities, roads etc.



a) Instruments maintenance:

Since the institute has multiple laboratories in each Department, the college should employ qualified and trained workers. In the labs and related facilities, the college must abide by the applicable fire safety laws. Periodically, fire safety audits and drills must be conducted. The AMC agency is responsible for inspecting and maintaining fire safety equipment. Plans for disposing of chemical hazards are required for all labs. Equipment needs to be maintained and inspected on a regular basis.

b) Computers, peripherals, networking internet/Wi-Fi connectivity maintenance:

Several computer science courses are offered by the college, so many computers and peripherals are constantly used over multiple shifts. In the departments and offices, many different kinds of general-purpose computers are also utilized for administrative tasks. Additionally, the college operates a number of ICT-based classes and tools that need dedicated Wi-Fi and internet access. Thus, an appropriate AMC needs to be in place in order for these ICT facilities to be implemented and used effectively.

c) CCTV/surveillance system maintenance:

The college campus is a large area, spanning 24.334 hectares, with parking lots and gardens, playgrounds, departments, classrooms, labs, support services and an administrative building. All of these areas need to be monitored around-the-clock to keep an eye out for any unexpected events. These facilities must to be routinely inspected as a result.

d) Drinking water facilities maintenance:

The college campus is a large area, spanning 24.334 hectares, with parking lots and gardens, playgrounds, departments, classrooms, labs, support services, and an administrative building. All of these areas need to be monitored around-the-clock to keep an eye out for any unexpected events. These facilities must to be routinely inspected as a result.

e) Green campus maintenance:

The university possesses a sizable, open, beautiful green campus that calls for constant maintenance of the botanical gardens, which include the Butterfly Park, Herbal and Medicinal sections, Vermicompost beds, Bio compost plant, and other gardens that are used as student seating places. A group of gardeners working under the direction of the Botany Department will make sure that every kind of flora and fauna is mapped and will work tirelessly to keep the campus verdant. All waste kinds must be appropriately separated and recycled in accordance with the institutional policy.



f) Building (civil and electrical) maintenance:

Being the 65-year-old Institute College has 10 buildings, thus constant monitoring is needed. The principal should be informed of any building needs, such as plastering, electrical, painting, floor and roof maintenance, and so on, by the building committee. These needs should then be evaluated, put into action, and maintained with the help of public or private funding.

g) General-purpose cleaning of building and campus maintenance:

Maintaining good health and sanitary conditions on the campus and its facilities is a top priority for the institution. Maintaining clean, healthy, and hygienic premises is our primary obligation in accordance with Swachh Bharat Abhiyan. It should be ensured that restrooms, classrooms, sitting places, campus property, and roadways are cleaned on a regular basis. A committee should be established to review this issue.

AMENDMENTS: -

The Institute shall regularly examine and evaluate its Maintenance Policy to ensure that it complies with guidelines and directions from appropriate apex bodies. Additionally, the Annual Maintenance contract should be reviewed in accordance with needs.

Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

PUBLICATION OF MAINTENANCE POLICY: -

The Maintenance Policy shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.



ACKNOWLEDGEMENTS

A document on “Maintenance Policy” has been drafted under the guidance of an Expert Committee: Dr. Sanjay Sohani (Convener), Dr. Jagat Singh Mandloi (Member), Archana Agrawal (Member), Dr. Ajay Rammaiya (Member) Mr. Swapnil Nikam (Staff member), and Mr. Surya Kant Jogdand (Staff Member).

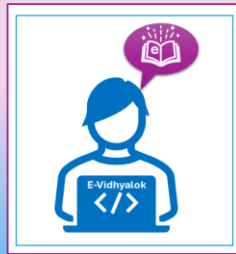
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