

INSTITUTION MAINTENANCE OF INFRASTRUCTURE

Repairs and maintenance are the two ongoing processes in every institution. The infrastructure facilities, sanitary cleanliness, eco-friendly environment and staff and students amenities required to be maintained periodically. Supervision of all these facilities including hostels, classrooms. Playground, libraries for maintaining and timely repairs is absolutely necessary. In view of this important task the college has laid own policy along with necessary financial provision.

Working Procedure

The concerned in-charges would submit the report on necessary maintenance and repair of different buildings, playgrounds and the accessories to the in-charge for maintenance. Then the committee after verifying the sanctions the required amount is allotted to that section.

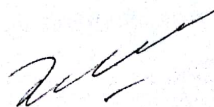
The college on its role appointed staff for sanitary work, ground maintenance, hardware maintenance, laboratory maintenance, library maintenance etc.

1) Sanitary Maintenance Unit.

The college has a sanitary inspector who supervise and ensure that the cleanliness of all toilet including use of bleaching powder and acid on a regular basis.

2) Plumbing and electric Maintenance Unit.

The college has constituted a committee of seven members for electric and plumbing work and the head is an electrical engineer to supervise the electricians and his assistants. They do their work as per the complaints in buildings & hostels. They check all the requirements relating on a weekly basis. The committee also purchases material, equipment as per requirement.



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3) Carpentry Unit.

The appointed carpenters do their work as per requirements such as repair the furniture in class rooms, doors, windows, coats in the hostels and also repaired all the wooden equipment as per requirement.

4) Ground Maintenance Unit

The unit do their work on a daily basis in morning and evening. They prepare new ground and also maintain all the grounds with watering and rolling on the grounds and then eradication of unwanted grass time to time.

5) Hardware Software Maintenance unit.

The college is having its hardware and software implementation in various departments and its own maintenance team is a unique feature of this college. It includes BCA, BBA, BSc, MCA, Naturopathy and Physical Education departments. Therefore, hardware and software experts form BCA, BSc, MCA departments have taken the responsibility, to maintain hardware and software and maintenance and services.

6) Laboratory unit

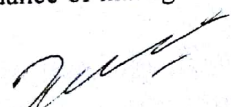
Person in-charges have been appointed and they maintain laboratory equipments and also ensure the training & research utilization of the laboratory.

7) Library unit

The college has three libraries in the campus one is Main library and other two are department libraries for the convenience of the students. The libraries are computerized using the SOUL Library Software. The staff of the library and its assistance of technician maintain the library.

8) Civil work (Building maintenance) unit.

This committee do the work regarding the issue of maintenance of Building, indoor hall, and hostels. They also supervise the new construction work under the guidance of management and engineer as per the requirement of the college.



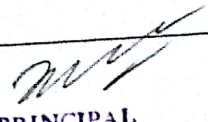
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Infrastructure Maintenance / Requirement Format

**HVP Mandal's
DEGREE COLLEGE OF PHYSICAL EDUCATION, AMRAVATI
Infrastructure Maintenance / Requirement Format**

1	Date	
2	Name of Infrastructure/ Equipments	Building Name / Class Room / Laboratory / Library / Sports Complex / Computer / etc.
3	Give reason	
4	Particulars of Requirement / Maintenance	
5	Required Up to	

S. N.	Name of Authority	Remarks and Signature
1	In-Charge of (Building Name / Class Room / Laboratory / Library / Sports Complex / Computer / etc.)	
2	Principal	
3	Management Authority	


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