

Rayat Shikshan Sanstha's
Ismailsaheb Mulla Law College, Satara
Policy for Maintenance of Physical and Academic Infrastructure

- **Establishment of Building maintenance committee:**

College has a Building maintenance committee for looking after repairs and regular maintenance of the entire building campus. The committee consists of teaching as well as administrative staff members who have the responsibility to take periodical survey of the campus to know the requirements of repairs, replacement due to wear and tear or damage etc. Demands of Student representatives and students are also considered by the committee for implementation.

- **Annual Budget provision for Building maintenance:**

At the beginning of the every academic year Local Management Committee/ College Development Committee decides the budget and allocates specific amount to different heads of expenditure in the college including the maintenance and upkeep of the institution.

- **Purchase Committee:**

'Purchase Committee' scrutinises and approves the proposal for repairs/ replacement of equipments, as per the requirement. It sanctions the purchase of items ensuring the quality after comparative analysis in response to suggestions given by teachers, office staff and students.

- **Annual Maintenance Contract:**

AMC agreement is made for maintenance of lift, library software, Website and Domain maintenance etc. Equipments like computers, generator, UPS, Xerox machines, telephones, water purifiers and electrical equipments are maintained by Vendor/ manufacturer within guarantee or warrantee period. Thereafter, the maintenance is made by periodic arrangement

1) appointment/ hiring of technician, electrician, service providers etc.

- **Housekeeping Services:**

- Housekeeping Services are provided for regular cleanliness, day to day maintenance of hygiene and sanitation in the premises. For ensuring appropriate working conditions of all equipments, and checking utilisation of infrastructure, members of office staff are given floorwise duties of maintenance. Support services are hired in addition to in house staff for housekeeping purposes.

- **Maintenance of Computer Lab:**

- Computer lab In Charge updates the Computers and antivirus software. Used and worn out key boards, mouse, screens and other electronic material is disposed of as E Waste through procedure established by Rayat Shikshan Sanstha.

- **Pest Control:**

- Pest Control and anti termite treatment is made in the college premises, and chemical as

well as herbal treatment for books in library is provided.

- **Repairs:**

Furniture repairs/ civil repairs/Plumbing and Electricity repairs, etc. are done as and when necessary or reported by the staff and students.

- **CCTV Cameras:**

The campus maintenance is monitored through CCTV surveillance Cameras.They cover all classrooms, library, office, Hall, Study Room, Computer Lab, entrance lobby, Parking and canteen area.

- **Fire Extinguishers** are installed on every floor.

- **Water purifiers** are provided on every floor for Safe and Potable Drinking water.

- **Round the clock Security** is available in the college premises for safety, security and maintenance and periodic reporting of necessary repairs. The college is properly fenced.