



Bharatiya Bhatke Vimukt Vikas va Sanshodhan Sanstha's  
**YASHWANTRAO CHAVAN SCHOOL OF SOCIAL WORK**  
**SATARA, MAHARASHTRA**  
Affiliated to Shivaji University, Kolhapur

### **YCSSW Infrastructure and Utilization Policy**

#### **1. Introduction:**

This policy is intended for the daily use of the infrastructure and provides guidance to all members who make use of this infrastructure. YCSSW has established a system for Maintenance and Utilization of Computer Labs, Classrooms, Sports Gym, Seminar hall and other Infrastructural facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

1.1. Policy Applies to: Yashwantrao Chavan School of Social Work, A/P-Jakatwadi, Tal/Dist-Satara, Maharashtra.

1.2. Effective from the Date: 5th September 1994

1.3. Approved by: Institute's Management Council

1.4. Responsible Authority: Principal.

1.5. Superseding Authority: Executive President

1.6. Last Reviewed/ Updated:

1.7. Reason for the policy: For smooth utilization of infrastructure

1.8. Procedures to be followed: YCSSW ensures optimal allocation and utilization of the available Financial Resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the College as per the requirements, in the interest of students. Master Time Table is prepared to facilitate maximum use of all class rooms, library, Seminar Hall, Computer center and Gymkhana. The Institution possesses spacious classrooms which have sufficient number of fans and tube lights, desks and teaching learning aids. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.

## 2. Objectives:

The objectives of the Infrastructure Utilization and Maintenance Policy and Processes are:

- To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To reduce probabilities of accidents at workplace by ensuring safety and to achieve optimum utilization of facilities and services for the benefit of stakeholders
- The physical and academic facilities are implemented by policies to optimize the use of Resources based on needs of Education, Research, Training and Administration along with recreational activities.
- College policy is to have an effective mechanism in place to upkeep the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective and smooth functioning of the college.
- To set standardized maintenance and utilization procedures for Resources.

### 1. Principles of infrastructure maintenance

Maintenance of institute infrastructure means monitoring, servicing and facilitating upkeep of the instrument, equipment, gadget, functional space, institute building, etc. to make it operational with or without external help of professionals. The policy for maintenance of infrastructure depends on (a) type of infrastructure, (b) nature and frequency of its occupancy or utilization, (c) functional life and durability, (d) functional essentiality, and (e) price of item.

### 2. Classification of maintenance

#### 2.1. Class I: In-house maintenance

Institute infrastructure is expected to be maintained daily by the support staff. The nature of maintenance is routine cleaning, checking the power supply, and testing its operational fitness. It also includes minor repairs work time to time.

#### 2.2. Class II: Maintenance requiring external help for small repairs

Dysfunction of infrastructure that requires low expenditure for repair can be assigned to local or empanelled service providers.

#### 2.3. Class III: Maintenance contract

For expensive and hi-tech equipment or expensive construction/fabrication AMC(annual maintenance contract)is to be adopted with the suppliers at the time of procurement. The duration of contract period will be decided by the management. On expiry of AMC, the maintenance contract may be renewed after cost benefit analysis.

### **3. Institute internal maintenance facilities**

For routine maintenance, and supervision of maintenance and repair work, institute will establish an **Institute Maintenance Cell (IMC)** with different sections to look after all general purpose and common assets of the institute. Apart from in house maintenance, the cell will supervise maintenance work by external agencies. The cell will be under the direct control of Principal assisted by Vice principal.

#### 3.1. Computer Maintenance section.

**JURISDICTION:** Maintenance of all computers and peripherals, wi-fi, internet, soft wares, , smart class rooms, surveillance (CC TV camera and networking), etc. on receipt of complaints from user departments / sections. The IMC will report to the Principal.

YCSSW has one Computer lab which has around 30 desktops. The systems are maintained with the help of the consultants appointed. There is a separate Lab Time-Table for each class. The College Computer Labs are used by all the Departments for conducting computer related Practical's, filling Online Admission forms. The respective faculty members, staff, computer instructor is given the responsibility to maintain the equipment under their purview. The annual maintenance includes the required software installation, antivirus and up gradation. The IT infrastructure like Computer Labs, Computers at Office, Departments, and Staff Rooms etc. are repaired and maintained time to time. The Computer Department purchased new bandwidth and installation of anti-virus, as well as new software for the College with the approval of the Principal and Management. Campus Wi-Fi is maintained by Computer Centre Staff.

#### 3.2. Smart Class Rooms

YCSSW have 07 Smart Class Rooms with Interactive Projectors, Whiteboard, Laptops, Sound System and Internet Connection. Smart classes combined with the Internet opens the door to the vast world of online study materials. It can leverage the maximum potential of online materials for learning and teaching. This way, the education would not be restricted to only textbooks.

#### 3.3. Conference Room/Seminar Hall

College has Conference Room/Seminar Hall with Smart Board, LCD Projector, Mic and Sound System. The Staff organize Induction/Orientation Functions, Guest Lectures, Workshops, Department Meetings, Staff Common Meetings, Mock Interview, Placement

Drives, Alumni Meetings, Parents Teacher Association Meetings, National and International Seminars, Board of Studies Meetings, Academic Council and Governing Council Meetings. The College Management gives this on lease for Corporate Meetings, Yoga Sessions etc. College Hall (seating capacity of 250) and Open Auditorium (seating capacity of 350) is been given to students and faculty members whenever required.

#### 3.4. New purchases and maintenance

Departmental requirements for new purchases and maintenance of old is collected every year by the principal and approved by Management during the Officer Bearer's Meeting held every month and College development committee Meeting which is held quarterly.

#### 3.4. Library

The College has well equipped library with necessary books, Journals, magazines and periodicals. The library is open on all days between 10.00 a.m. to 5.00 p.m. except Sundays and Government Holidays as declared by University. Library is fully digitalized using the web-based software. Issuing of Books is done between 10.00 am to 3.00pm. Students are allowed open access for the books. The College has a Photocopy Machine which is placed here and used for taking photocopies of Question papers, and other College and students requirements.

#### 3.5. Examination Centre:

College has an Examination Centre with necessary equipment for conducting exams.

#### 3.6 Canteen

The College has a Canteen which Management has given on rent. The Canteen Manager supervises the day-to-day operations of the canteen and menu selection. The Canteen Manager will be responsible for the overall cleanliness and presentation of the canteen inside and outside. The College Canteen Committee monitors the canteen.

#### 3.7 Lush Green Garden:

The beauty of the college is its ever green garden with variety of flora and fauna, the uniqueness of college garden is indigenious plants which attract birds and butterflies. Management takes lot of efforts to grow all kind of plants. Special care taker is appointed for the day today maintenance of the garden. There are six evergreen lawns which are also been utilized for conducting open classes on the lines of Shanti Niketan.

### 3.8 First Aid Kit

First Aid Kit with necessary medicines is kept in the gymkhana. It is mandatory for all the Departments to carry a First Aid Kit while travelling on Study Tours and Rural Camps.

### 3.9. Fire Extinguishers

Fire Extinguishers are placed at appropriate places and they are replaced periodically. The demos regarding its use are given to staff and students for its prompt use. The location of the Fire Extinguisher and First Aid Kit are displayed for the easy availability of the students and staff.

### 3.9 CCTV Cameras

CCTV Cameras are installed in the entire campus to monitor security and safety.

### 3.10 Estate Maintenance section.

In charges of different subsections will report to the Principal through the Administrator. Subsections of Estate Maintenance are

#### (a) Civil Engineering Works.

JURISDICTION: Building maintenance, repairs, painting, furniture, etc..on need basis work is done with consultant engineer.

#### (b) Hygiene and Sanitation.

JURISDICTION: Maintenance of campus hygiene and cleanliness, drainage system, waste disposal, etc.. There will be designated staff stationed in each department to look after departmental hygiene issues under the supervision of the Principal.

#### (c) Gardening and Horticulture.

JURISDICTION: Gardening, tree plantation, beautification of the campus.

#### (d) Environmental wing.

JURISDICTION: Rain water harvesting, sustenance of green campus activities, and adoption of green technology.

#### e. Electric Section.

JURISDICTION: campus electrical wiring and installations, lights, fans, generators.

### 3.11 General purpose assets.

JURISDICTION: Maintenance of all other assets not covered so far, such as, drinking

water, lift, fire service, photo copier, telephone.

On account of Corona virus pandemic – as per the instructions from the Management all floors were cleaned with Lizol disinfectant and toilets were cleaned with bleaching powder with immediate effect. Additionally, Soap bars were kept in all washrooms, Hand Sanitizers were kept near the Biometric Machine and Security personnel at the college gate were given hand sanitizers to offer to all who enter the College.

Stakeholders' suggestions are also considered. Students are sensitized regarding cleanliness and encouraged for energy conservation by careful use of electricity in classrooms through notice and flex board displays. Any deviation/discrepancy in any of the above is to be brought to the notice of the principal immediately.

\*\*\*