



Procedures and Policies for Maintenance



VIVA COLLEGE



**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY,
LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.**

- **Campus Infrastructure Maintenance**

The Institution has a designated Maintenance Officer and has appointed Support Staff for overseeing the maintenance of buildings, classrooms and laboratories. Additionally many Departments have Annual Maintenance Contract (AMC) with suppliers and Companies for repair and maintenance. There is a Periodic maintenance Plan for each activity which is looked after by the Maintenance Committee which consist of maintenance officers, support staff and teachers in charge. The request forms received for various work like civil, electrical, plumbing, cleaning, organizing, shifting and other work from respective department heads and Chairperson of committee which are scrutinized by the Principal and sent to the Maintenance committee to initiate the process.

- **Laboratory Maintenance:**

Lab equipment's are maintained by lab assistants before the commencement of practical class and examination. User Register and logbooks are maintained and the instruments are used under the supervision of teachers. All electronic equipment's are protected through Uninterruptible Power Source (UPS), Diesel Generator backup is available in case of disruption in power supply. Chemical substances and acids in the chemistry department are maintained as per approved norms. Periodic checking of every instrument is done by the concern laboratory staff and its upkeep is their responsibility. Any maintenance requirement in the laboratory is duly reported by the lab assistants to the maintenance manager In-charge and all types of maintenance and Repair work are looked after by the Maintenance committee. Proper Work Maintenance Register is maintained.

**Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)**



- **Computer Lab**

Computer lab equipment such as computers, laptops, printers and projectors are constantly cleaned, monitored and maintained by the lab technicians who take immediate steps to replace the non-working gadgets. Periodic updates and antivirus spyware scans are run regularly to protect the computers.

- **Class Rooms Maintenance**

At the beginning of each academic year proper availability of Blackboards, lighting and furniture in classroom etc. is taken care of by Maintenance Committee.

- **Sports Amenities**

All the sport amenities are under the in charge of the Head of Gymkhana Committee .The time is allotted to the student for using gymkhana.

- **Library Maintenance:**

Library facilities are open to the students from **9.00 A.M to 5.00 P.M** .Maintenance and utilization of library resources are done strictly following the **Library Rules**.



Principal