



4.4.2

- Infrastructure Maintenance Policy
- Policy of Resource Mobilization
- Maintenance AMC & Bill





Y. S. ARTS & K.S. SHAH COMMERCE COLLEGE,

DEVGADH BARIA

POST BOX NO. 5, DEVGADH BARIA. DIST. DAHOD 389380.

(Affiliated to Shri Govind Guru University & Conducted by Baria Higher Education Society)

(NAAC Accredited 'B' Grade)

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Introduction

This document outlines the maintenance plan for the infrastructure of college premises, ensuring a safe, functional, and welcoming environment for students, faculty, and staff.

Objectives

- Ensure the safety and functionality of all college facilities.
- Maintain cleanliness and aesthetics of the premises.
- Enhance the learning environment through proper infrastructure upkeep.
- Manage resources efficiently to minimize costs and environmental impact.

Maintenance Plan

1. Building Maintenance

- **Regular Inspections:** Conduct monthly inspections of all buildings to identify wear and tear, structural issues, and needed repairs.
- **Repairs:** Address any maintenance issues promptly, including plumbing, electrical, and HVAC systems.
- **Painting and Renovations:** Schedule regular painting and minor renovations every few years to keep facilities updated.

2. Grounds Maintenance

- **Landscaping:** Hire a landscaping team to maintain gardens, lawns, and pathways. Schedule seasonal planting and trimming.
- **Cleaning:** Implement a routine cleaning schedule for outdoor areas, including trash collection and maintenance of benches and tables.
- **Pavement and Walkways:** Inspect and repair sidewalks and parking lots regularly to ensure safety and accessibility.

3. Safety and Security

- **Lighting:** Ensure all areas are adequately lit, especially parking lots and walkways. Replace bulbs as needed.
- **Emergency Preparedness:** Regularly test and maintain fire alarms, extinguishers, and emergency exits.
- **Security Systems:** Monitor and maintain surveillance cameras and alarm systems to ensure campus safety.

4. Equipment Maintenance

- **Library and Classrooms:** Regularly check and maintain technological equipment, including computers, projectors, and audiovisual tools.

5. Utilities Management

- **Energy Efficiency:** Regularly evaluate energy usage and implement energy-saving measures, such as LED lighting and efficient HVAC systems.
- **Water Management:** Conduct regular checks for leaks and inefficiencies in plumbing systems. Implement water conservation practices.

6. Cleaning and Sanitation

- **Routine Cleaning:** Establish a daily cleaning schedule for all buildings, including restrooms, classrooms, and common areas.
- **Sanitation Protocols:** Implement sanitation protocols, especially in high-touch areas, to maintain health and safety standards.

7. Feedback Mechanism

- **Suggestion Box:** Create a system for students and staff to report maintenance issues or suggest improvements.
- **Regular Surveys:** Conduct annual surveys to assess the effectiveness of maintenance efforts and identify areas for improvement.

Conclusion

Regular maintenance of the college infrastructure is essential for creating a conducive learning environment. By following this plan, we can ensure that our college remains a safe, functional, and aesthetically pleasing place for all its members.

Implementation

- **Responsible Team:** Assign a dedicated maintenance team for oversight and execution of the maintenance tasks.
- **Budgeting:** Allocate necessary funds for maintenance activities in the annual budget.



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Y. S. ARTS & K. S. SHAH COMMERCE COLLEGE, DEVGADH BARIA, has a well-planned and transparent financial management system in which Government, Management and Donors are the main sources of funds. The Resource mobilization policy focuses on achieving the vision and mission of the institution ensuring quality, accountability and transparency. The College Governing body, UGC Planning Committee, Campus Development Committee, IQAC Committee etc. coordinates and monitors the optimal utilization of the funds for the promotion of learner centric ecosystem.

- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in strengthening the institutional mechanism.
- A UGC Planning Committee is in place to manage the funds. The government funds are taken care of by this committee. Funds are provided to meet the infrastructure requirement of the institution.
- The management provides financial support for new construction, maintenance and also for institutional academic activities.
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities
- Apart from Scholarships provided by the Government, deserving students are also provided financial support by Poor Students Relief Fund and Committee for Disable Students
- Salary, dress and other necessary equipment's are given to the Management appointed staffs
- Financial Resources of the institution are...
 - UGC Grant
 - Students' Fee
 - Government funds- by Central and State Government
 - Fund by individuals, Donors College Development Fund
 - Alumni Contribution
- Major portion of the grant is used for the infrastructure and academic activities
- Government funds are optimally used for which it is sanctioned

- Transparency and accountability is ensured by conducting an annual audit of the statements
- Financial support provided by the government agencies are audited by the respective Government Departments.
- **Financial Audit:**
- There are their levels of audit for the funds sanctioned by the Government. They are as follows:
 - Chartered Accountant-After a stipulated period of time, the accounts for all the grants and funds sanctioned by the Government/UGC are initially submitted to an external Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
 - Academic and Administrative Audit- Academic and Administrative audits are conducted by the team of Commissioner of Higher Education, Government of Gujarat. They inspect and provides certificate of the audited matters.
 - Quality Audits: College always believes in quality and consistency. To maintain overall quality education and management, College regularly submits Annual Quality Assurance Reports and Self-Study Reports to National Accreditation and Assessment Council, Bangalore.
 - College has awarded with ISO 9001:2015 Quality Certificates for consistent quality policy maintenance.
 - Grants and funds sanctioned by Management
 - The internal audit of college accounts is done by the Treasurer of The Management. The internal auditor Shri Bhagvatbhai Joshi verifies all financial transactions and submits a detailed report of observations.
 - The Management has appointed Aswin Yagnik and Co. as the external auditor of the Management accounts. At the end of every financial year they prepare annual financial statements and audit reports.



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Maintenance, Annual Maintenance Contract (AMC), and Billing Policy

1. Maintenance Responsibilities:

The responsibility for maintenance lies with the designated maintenance department or personnel.

Maintenance tasks shall be carried out promptly, efficiently, and in accordance with manufacturer recommendations and industry best practices.

Regular inspections and preventive maintenance shall be scheduled to minimize downtime and prolong the lifespan of equipment and facilities.

Emergency maintenance requests shall be addressed urgently to mitigate disruptions to operations.

2. Annual Maintenance Contract (AMC):

The institution may enter into Annual Maintenance Contracts (AMCs) with approved vendors for the maintenance of specific equipment, systems, or facilities.

AMCs shall be reviewed periodically to ensure they remain cost-effective and aligned with the institution's requirements.

Vendors under AMC shall adhere to agreed-upon service levels, response times, and quality standards.

The renewal or termination of AMCs shall be based on vendor performance, cost considerations, and the institution's evolving needs.

3. Billing Procedures:

All maintenance expenses, including AMC charges, spare parts, and service fees, shall be documented accurately.

Bills shall be verified for accuracy, including the scope of work, rates, and applicable taxes, before processing for payment.

Payments for maintenance services shall be processed promptly within the stipulated payment terms.

Any discrepancies or disputes regarding billing shall be resolved through mutual dialogue and agreement between the institution and the service provider.

4. Compliance and Documentation:

Compliance with this policy is mandatory for all departments and personnel involved in maintenance activities.

Records of maintenance activities, including work orders, service reports, and invoices, shall be maintained systematically for reference and audit purposes.

Any deviations from this policy or incidents of non-compliance shall be reported to the appropriate authorities for corrective action.

5. Review and Revision:

This policy shall be reviewed periodically to ensure its effectiveness, relevance, and alignment with regulatory requirements and industry standards.

Amendments or revisions to this policy shall be made as necessary, with approval from the designated authorities.

6. Communication and Training:

All stakeholders shall be informed of this policy and any updates or changes through appropriate channels.

Training and awareness programs shall be conducted to ensure that personnel involved in maintenance activities understand their roles, responsibilities, and the requirements outlined in this policy.



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Procedures and policies

- ❖ Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc.

Library:

- The Library follows certain protocols in the usage of books. The entry register is kept for both staff and student at the entrance to the Library. Any user who enters the Library must make entry in the register to use the facilities available in the Library. A well-developed procedure is followed for purchasing of books, journals etc. Faculty members submit requisitions for purchase of books through Principal. Once requisition containing favorable remark of Principal, it is further processed for purchasing of books.
- After procurement, the books are processed and classified by using DDC system and then only are made available for lending to students and staff members.
- Students and Staff members have open access to Library and also can access the availability of books through OPAC.
- At the beginning of the first year, every student is issued one Library Card after collecting their details. Books are issued to the students on the library card.
- At the end of every semester all the students must return the books to the Library. Likewise the teachers are also allowed to take of books by making entry in the teacher's register. They also return the books after they finish reading and whoever is leaving the institution be it a student or faculty must get a no due certificate from the Librarian.
- All the Library books issue/return activities are integrated and administered smoothly by using Auto lib software.
- The Reading Hall is under CCTV surveillance. This is exclusively used by students and staff members.

Computer Maintenance policies:

- Purchase coordinator and laboratory in-charges are given authority to plan the development of laboratories and procure the equipments accordingly as per the requirement.
- College follows decentralized purchase process for procurement of computers and peripherals. Centralized Purchase-in-charge is appointed to coordinate the process of purchase. He collects requirements of computers and peripherals from departmental laboratory In-charges.
- After collecting department wise requirements, a collective requirement for institution is prepared by purchase In-charge and is presented to the Principal and Director for formal approval and budgetary arrangements.

- Once it is approved, quotations are called from different vendors/suppliers by purchase In-charge. A detail comparative statement is prepared and vendors are called for discussion and negotiation to select quotations.
- Purchase Committee comprising of Directors of the institute, Principal and Purchase in-charge attend the negotiation meeting with vendors/ Suppliers. After the discussion and on the basis of negotiated rate given by vendors along with terms and conditions. On the basis of lowest quoted rate the vendor is selected by purchase committee and purchase order is issued accordingly.

Institute strongly believes in the participative management.

➤ Academic Support facilities at institution:

- Conference Hall
- Classrooms with LCD Projectors
- Computer (Language Lab)
- UPS (Computer Power Backup)
- Auditorium (Common facility)
- Play Ground (Common facility)
- Generator (For Power Backup)



[Handwritten Signature]
Offg. Principal
Y. S. Arts & K. S. Shah Commerce
College, Devgadh Baria