



Sulochana Belhekar Samajik Va Bahu Uddieshiya Shikshan Santha

Sant Dnyaneshwar B.Ed. College

NCTE Code No. APW05389/123665, (Marathi Medium)

Affiliated to Savitribai Phule Pune University PU/AN/B. Ed.097/2008

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Policy for Physical, Academic Support, IT Infrastructure, and Campus Maintenance

1. Introduction

Sant Dnyaneshwar B.Ed. College is committed to providing a well-maintained, safe, and supportive learning environment for its students, faculty, and staff. This policy outlines the standards and procedures for maintaining and utilizing the college's physical, academic, IT, and campus infrastructure. The objective is to ensure that these facilities are preserved in optimal condition, utilized effectively, and upgraded as necessary to meet the evolving needs of the academic community.

2. Objectives

- To establish a structured and systematic approach for the maintenance and utilization of physical, academic, IT infrastructure, and campus facilities.
- To ensure that all facilities meet safety, health, and operational standards.
- To provide a conducive learning environment that supports the academic and personal development of students.
- To foster an atmosphere of continuous improvement, sustainability, and resource efficiency.

3. Scope

This policy applies to all physical infrastructure, academic support facilities, IT infrastructure, and campus maintenance activities at Sant Dnyaneshwar B.Ed. College. This includes, but is not limited to, laboratories, libraries, computer facilities, classrooms, common areas, and general campus grounds.

4. Physical Infrastructure Maintenance

4.1 Classrooms

- **Maintenance:** Classrooms shall be maintained to ensure they are clean, safe, and conducive to learning. This includes regular cleaning, timely repairs of furniture and fixtures, and ensuring proper lighting, ventilation, and temperature control.
- **Utilization:** Classrooms are to be scheduled efficiently to maximize usage. The timetable committee is responsible for ensuring that classroom schedules are optimized and that resources such as projectors and whiteboards are available and functional.
- **Upgrades:** Periodic assessments will be conducted to determine the need for upgrades or modernization of classroom facilities. This includes the introduction of new teaching aids and technologies.

4.2 Laboratories

- **Maintenance:** Laboratories shall be maintained according to the highest safety and operational standards. Equipment must be regularly checked and calibrated. Safety protocols, including the availability of first aid kits and fire extinguishers, must be enforced.
- **Utilization:** Laboratory schedules will be managed to ensure equitable access for all students. Lab in-charges are responsible for maintaining usage logs and ensuring that equipment is used properly and safely.
- **Upgrades:** The college will allocate funds for the periodic replacement of outdated equipment and the introduction of new technologies that enhance the educational experience.

4.3 Sports facilities

- **Maintenance:** The sports facilities, including all sports equipment and facilities, shall be regularly inspected and maintained. This includes ensuring

that playing surfaces are in good condition and that equipment is safe and functional.

- **Utilization:** The sports coordinator is responsible for scheduling sports activities, including physical education classes, inter-college tournaments, and other events that encourage student participation.
- **Upgrades:** Investment in new sports equipment and facilities shall be made as needed to support the college's physical education and sports programs.

4.4 Library

- **Maintenance:** The library must be kept in excellent condition, with regular updates to its collection of books, journals, and digital resources. Proper cataloging and storage practices must be followed to ensure easy access to resources.
- **Utilization:** The library should be accessible to students and staff for extended hours. Workshops and training on effective research methods and the use of digital resources shall be conducted regularly.
- **Upgrades:** The library will periodically acquire new resources to ensure that it remains relevant and up-to-date with academic trends and needs. Investment in digital resources and databases is a priority.

5. Academic Support Facilities

5.1 Student Support Services

- **Maintenance:** Facilities dedicated to student support services, including counseling and career guidance, must be maintained to ensure privacy, comfort, and accessibility.
- **Utilization:** These facilities should be utilized to their full potential, providing students with the necessary support to succeed academically and personally. Regular evaluations will be conducted to assess the effectiveness of these services.
- **Upgrades:** Continuous improvements will be made based on student feedback and evolving needs, including the introduction of new support programs and services.

5.2 Faculty Support Facilities

- **Maintenance:** Faculty rooms and common areas shall be maintained to provide a comfortable and conducive working environment. This includes ensuring that all necessary resources, such as computers and internet access, are available and in good condition.
- **Utilization:** Faculty facilities should be used efficiently, encouraging collaboration and interaction among staff members. Schedules for the use of shared spaces will be managed to avoid conflicts.
- **Upgrades:** Faculty areas will be upgraded as needed to support professional development and collaboration. This includes investment in new technology and resources.

6. IT Infrastructure

6.1 Computer Labs and IT Equipment

- **Maintenance:** All IT equipment, including computers, printers, projectors, and networking hardware, must be regularly serviced and maintained. This includes software updates, virus protection, and hardware repairs.
- **Utilization:** Computer labs and IT resources should be scheduled to ensure that all students have access to the necessary tools for their coursework. IT support staff will be available to assist with technical issues and provide training on the use of software and equipment.
- **Upgrades:** The college will invest in the latest technology to keep pace with advancements in the field. This includes upgrading hardware, software, and network infrastructure as needed.

6.2 Campus Network and Wi-Fi

- **Maintenance:** The campus network and Wi-Fi infrastructure must be maintained to ensure reliable and secure internet access across the campus. Regular audits will be conducted to ensure network security and performance.
- **Utilization:** Wi-Fi access should be available in all key areas of the campus, including classrooms, libraries, and common areas. Usage policies will be enforced to prevent misuse of network resources.

- **Upgrades:** The college will continuously upgrade its network infrastructure to improve coverage, speed, and security. This includes the introduction of new technologies such as cloud computing and digital learning platforms.

7. Campus Maintenance and Sustainability

7.1 General Campus Maintenance

- **Maintenance:** The college shall maintain all aspects of the campus, including buildings, walkways, gardens, and common areas. This includes regular cleaning, landscaping, and minor repairs. The maintenance team will conduct regular inspections to identify and address any issues promptly.
- **Utilization:** Campus facilities should be utilized to support a wide range of activities, including academic, extracurricular, and community events. Scheduling of events must be managed to avoid conflicts and ensure the availability of necessary facilities.
- **Upgrades:** The college will invest in the continuous improvement of campus facilities, including the construction of new buildings, renovation of existing structures, and enhancement of outdoor spaces.

7.2 Sustainability Practices

- **Waste Management:** The college is committed to reducing its environmental impact through effective waste management practices. This includes recycling programs, composting organic waste, and reducing the use of single-use plastics.
- **Energy Conservation:** The college will implement energy-saving measures, such as the use of energy-efficient lighting, appliances, and HVAC systems. Regular energy audits will be conducted to identify opportunities for further conservation.
- **Water Conservation:** Water-saving devices will be installed across the campus, and initiatives to reduce water consumption will be promoted among students and staff.
- **Green Campus Initiatives:** The college will engage in green campus initiatives, such as tree planting, organic gardening, and promoting the use of bicycles or public transportation among the college community.

8. Roles and Responsibilities

8.1 Administration

The college administration is responsible for the overall implementation of this policy. This includes allocating budgets, setting priorities, and ensuring that all facilities are maintained according to the standards outlined in this document.

8.2 Maintenance Staff

The maintenance staff is responsible for the day-to-day upkeep of the college's facilities. This includes cleaning, repairs, landscaping, and managing waste.


8.3 Faculty and Students

Faculty and students are responsible for using the college's facilities respectfully and in accordance with established policies. They are encouraged to report any issues or concerns to the relevant authorities.

9. Monitoring and Review

This policy will be reviewed annually to ensure its continued relevance and effectiveness. Feedback from faculty, students, and staff will be considered in the review process. Any necessary amendments will be made to address new challenges or opportunities that arise.




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