



SHRI RAJASTHANI SEVA SANGH'S

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu **College of Arts, Commerce & Science**

Affiliated to the University of Mumbai

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Guidelines and policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities

The college has established system for maintenance and utilization of computers, classrooms, gymkhana, computer lab equipment, library and other physical facilities. The need of guidelines is important for constant, uninterrupted and smooth functioning of all services and facilities in the college. The guidelines and policy for the maintenance of various infrastructural facilities are presented in this document. Following aims are achieved through the policy document :-

1. To achieve optimum utilization of facilities and services for the benefit of college
2. To receive constant, uninterrupted and smooth functioning of physical, academic and support service facilities.
3. To prevent misuse and misconduct of resources and services.
4. To achieve timely up-gradation, replenishment, repairing and replacement of all the technical resources and services.
5. To reduce probabilities of accidents at workplace for ensuring safety.
6. To display Instructions for the proper use of infrastructure facilities.
7. To maintain IT facilities with the help of external technicians as well as the staff having technical and mechanical skills.
8. To set fire extinguishers at appropriate places and refill them as per requirement.
9. To carry out periodic pest control in Campus by management.
10. To take care of electric fittings and wiring periodically by electrician appointed by management.
11. To repair and maintain all plumbing (pipes and fixtures) by plumber appointed by management.
12. To install and repair the physical facilities such as damaged walls, broken windows, doors, ceiling, flooring, etc. through carpentry and other general services by person appointed by management.



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