



**Brijlal Biyani Shiksha Samiti Amravati's  
BRIJLAL BIYANI SCIENCE COLLEGE, AMRAVATI**

**POLICIES AND PROCEDURES FOR MAINTAINING AND UTILIZING  
PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

**Policy Details:**

College has established systems and procedures for maintaining and utilizing physical, academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities for effective college functioning.

**Policy for Maintenance and Utilization:**

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Departmental, office and library budget are made available every year.
- Establishment/repairs and maintenance is monitored by committee of heads.
- College Development Committee does the overall planning.
- Departmental requirements for new purchases and maintenance of old is collected every year and approved.
- Stakeholders' suggestions are considered for development and maintenance. The suggestion or complaint arising on infrastructural facilities coming directly from students in class teacher meetings are given priority in up-keeping the infrastructures facilities.
- Requirement on the basis of necessity, urgency, available of funds is given by each Department.
- Depending on availability of funds, requirements are fulfilled under guidance of Principal.
- The Heads of Departments of the college takes a periodical review of repairs and maintenance requirements of their respective Departments.
- The institution does annual maintenance contract (AMC) for physical facilities and equipment and maintained on regular basis.

- ISO 9001:2015 Certification auditors certify the proper maintenance and utilization of all the facilities in the college.
- Lead students are given responsibility to report on infrastructural issues.
- Physical Asset Caring Team (PACT) is formed for timely reporting regarding all infrastructure.
- Breakdown mechanism for maintenance of computers and it's peripheral should be adopted
- Regarding utilization of infrastructure by all stake holders the rules are declared for utilizing physical, academic and support facility, laboratory, library, sports facility through the college prospectus and display boards.
- Stock verification is done on regular basis with head of the concern department as an internal and a senior faculty member from other Department as an external member to know the current status of all equipment's in the Department.
- The stock verification Committee suggests new measures of maintenance.

#### **Procedures for maintaining infrastructure:**

- The cleaning and the maintenance of the classrooms and laboratories are done by the non-teaching staff as per cleaning schedule which is monitored by head of the department.
- Laboratory rules and regulations are prepared and displayed for students.
- The instruments are calibrated periodically.
- The college has adequate number of computers with IT facilities maintained by Computer Maintenance Service Provider.
- The Digital Classrooms are maintained on regular basis.
- The college website is maintained regularly by website provider.
- Maintenance of electrical equipment's is regularly done through service agency visit on call basis.
- Rain water harvesting system helps in the maintenance of the garden.
- All the facilities like fitness centre, sports facility, health care centre and parking facility is maintained on regular basis.



**Principal**  
**Brijlal Biyani Science College**  
**Amravati**