



**Founder President**  
**Late Shri. Ashokrao Mane**

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**President**  
**Hon. Shri. Vijaysinh A. Mane**

Ref. No. :

Date :

# MAINTENANCE POLICY

## POLICY DOCUMENT

### 1.0 Purpose:

This policy establishes guidelines for maintaining and utilizing physical, academic, and support facilities, including laboratories, library, sports complex, computers, and classrooms, to ensure operational efficiency and longevity.

### 2.0 Scope:

This policy applies to all infrastructure and facilities within the institution, covering maintenance responsibilities, usage protocols, and periodic inspections.

### 3.0 Policy Statement:

The institution shall ensure systematic maintenance and efficient utilization of all academic, physical, and support facilities in compliance with regulatory norms.

### 4.0 Roles and Responsibilities:

- **Management:** Approves maintenance activities and allocates budgets.
- **Faculty In-Charge:** Oversees maintenance and usage of assigned facilities.
- **Laboratory Assistants & Support Staff:** Conduct routine inspections, maintain records, and coordinate repairs.
- **External Maintenance Agencies:** Handle complex maintenance issues under management approval.



## 5.0 Laboratory Maintenance Policy:

- Laboratories shall be equipped and maintained as per Shivaji University Kolhapur and DBATU, Lonere norms.
  - Faculty members shall be responsible for overseeing laboratory upkeep.
  - Laboratory assistants shall maintain the dead stock register, consumable register, and routine maintenance records.
  - Equipment maintenance shall be conducted twice a year (before the start of odd and even semesters) or as needed.
  - Minor repairs shall be handled by laboratory assistants under faculty supervision.
  - Major repairs shall be carried out by external agencies with prior management approval.
  - Calibration of meters and gauges shall be done by authorized external agencies.
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## 6.0 Gymkhana & Sports Complex Maintenance Policy:

- The Gymkhana shall be equipped with kits for various sports, including cricket, football, volleyball, table tennis, badminton, and indoor games.
  - A modern gym shall be available for students and staff.
  - The Gymkhana In-Charge and non-teaching staff shall oversee equipment maintenance and utilization.
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## 7.0 Computer & IT Infrastructure Maintenance Policy:

- A central computer facility shall be maintained for academic and administrative purposes.
  - Regular maintenance and software updates shall be conducted to ensure operational efficiency.
  - Non-repairable systems shall be decommissioned and disposed of in compliance with institutional policies.
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## 8.0 Compliance and Monitoring:


- Regular audits and inspections shall be conducted to ensure adherence to maintenance policies.
- Any issues related to facility maintenance shall be reported and addressed promptly.

## 9.0 Key Performance Indicators (KPIs):

- Maintenance schedule adherence.
- Equipment downtime and repair turnaround time.
- Facility utilization efficiency.

## 10.0 Policy Review:

This policy shall be reviewed periodically to ensure continued effectiveness and alignment with institutional objectives.



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