

Ajinta Education Society's
PANDIT JAWAHARLAL NEHRU MAHAVIDYALAYA
SHIVAJI NAGAR (E), GARKHEDA PARISAR, CIDCO, AURANGABAD-431009.

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**Policy document for the utilization and maintenance of academic,
physical & facilities of support services.**

Introduction:-



Our esteemed college has committed itself to give good academic atmosphere, as per that the facilities and services are created for the benefit of the stake holders. The academic, physical & facilities of support services are covering most of the points relating to the functions of the college i.e. teaching & learning, college premises and teaching halls, the library, labs etc. Therefore there is a need for making a policy document to fulfill the requirements of a regular, unfailing and smooth function of the services and facilities.

Aim of the Policy:-

1. To have the best use of services and facilities for the stakeholders benefit
2. To have regular, unfailing and smooth function of the academic, physical & facilities of support services
3. To take care that there is no misconduct and misuse of the services and resources
4. To have a regular updation, refurbishment, repairs and if required replacement of the services and resources
5. To formulate a standard procedure for maintenance & utilization of resources
6. To have adequate safety measures so that accidents in the college premises are avoided

Mechanism for implementation of the policy:

Following is the mechanism created to take care of the updation, refurbishment, repairs and if required replacement of the services and facilities. The mechanism insures the involvement of all the stakeholders



Principal
Pandit Jawaharlal Nehru Mahavidyalaya
Aurangabad

Administrative office:-

The first step is by the office administration who is committed to the statement in the policy document. The office administration in consultation with the Principal looks after the day to day maintenance. The office supridient of the office takes care of all regular maintenance activities.

Local Management Committee/ College Development Committee: -

LMC/ CDC monitor overall functioning of facilities and services.

For ICT facility maintenance and up-gradation College appointed the technical staffs.

The Local management committee and college development committee control the complete functioning of the facilities and services of the college.

General measures for optimum utilization

1. The supporting staff that has technical and engineering skills takes care of the routine maintenance of the college building.
2. Fire safety equipment is installed at right positions and is maintained regularly. Demonstrations of the use of fire extinguishing equipment are given to the students and staff, for use if required.



A handwritten signature in blue ink, appearing to be "J. N. Singh", written over the printed name of the Principal.

Principal
Pandit Jawaharlal Nehru Mahavidyalaya,
Aurangabad