



S. P. MANDALI's
RAMNARAIN RUIA AUTONOMOUS COLLEGE

**INFRASTRUCTURE:
REPAIR AND
MAINTENANCE, USE OF
LABORATORIES
PROCEDURE**

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous
College

Policy Number: RRAC Fin P-2

Title of the Policy: PROCEDURE FOR INFRASTRUCTURE: REPAIR AND MAINTENANCE,
USE OF LABORATORIES

Effective Date : 2017-18

Last Revision Date: 2019

Responsible Party: Principal, Management, CEO, IQAC

Scope and Audience: Students, Administrative staff and Faculty

Procedure for

Infrastructure: Repair and Maintenance, Use of Laboratories

Introduction: Educational infrastructure is capital intensive and requires optimum utilisation and proper maintenance to justify investment and ensure stakeholder delight.

The policy is intended to ensure effective utilization of infrastructural facilities like classrooms, sports facilities, auditorium etc. for effective teaching - learning and holistic development of students and other users. The infrastructure will be maintained through AMCs and other services to ensure use of facilities for its full economic life.

Objectives:

1. To establish systems for maintaining physical facilities.
2. To ensure safety in the use of facilities.
3. To prevent misuse of infrastructure.
4. To utilize infrastructure to create a satisfactory learning experience.
5. To develop state-of-the-art laboratories that foster a conducive learning environment.

Policy Statement: The College will through its Committee adopt utilisation and maintenance protocols to ensure optimum utilization of all its physical facilities during its economic life to ensure safety, insurance of assets, avoidance of expensive breakdowns and provision of an environment conducive to teaching learning and other operations

Section 1:

Repair and Maintenance of infrastructure at S.P. MANDALI'S RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA, MUMBAI-400019 will be done as per the procedure given below:

1. The Infrastructure and Maintenance Committee will review the college's infrastructure and document any damages to classrooms, staff rooms, toilets, etc. Quotations for repairs are requested where applicable.
2. For instruments and equipment, laboratory assistants or assigned in-charges will notify the Vice Principal via requisition slips, seeking permission to repair or request quotes for repairs where applicable.
3. Quotations will be requested for the pest control, maintenance of lifts, PA system, CCTV surveillance system, air conditioners, water purifiers, all IT equipment, including desktops, laptops, servers, and networking devices, printers, copiers etc.

Quotations will also be solicited for services such as housekeeping and campus security. All these contracts are annual.

4. The Purchase Committee will process the quotes and assign the servicing/ repair work to the selected vendor.
5. The Infrastructure Maintenance Committee, Laboratory Assistant, or In-charge will ensure that the repairs are completed and report on the maintenance, repairs, and annual maintenance contracts (AMCs).
6. For all the above AMCs, the respective committees and departments will regularly review vendor performance and report any issues to the Purchase Committee for timely resolution.

Section 2:

Procedure for the Use of Laboratories at S.P. Mandali's Ramnarain Ruia Autonomous College, Matunga, Mumbai-400019

1. Laboratories in the Science departments will be utilized for the UG and PG programs according to the timetable prepared by the Head of the Department.
2. The Laboratory Assistant will prepare necessary equipment, chemicals, samples, culture media, etc., as per the practical plans created by the faculty.
3. The Laboratory Assistant, with the help of laboratory attendants, will wash and clean glassware, maintain simple equipment, discard used chemicals, samples, and culture media, and clean the laboratory.
4. The Laboratory Assistant will keep inventory records of materials and equipment procured and used in their department.
5. Annual Maintenance Contracts (AMCs) will be established for the maintenance of high-end equipment.
6. All laboratory requirements will be submitted through the Head of the Department to the Purchase Committee.
7. The Laboratory Assistant will maintain dead stock registers and all repair records of equipment.

Anushree Lokur

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