



Repair and Maintenance Policy for Sustainable Campus Development

1. Introduction

The college believes that a safe, clean, and well-maintained campus helps to create a positive learning environment.

This policy ensures that all buildings, classrooms, laboratories, libraries, and other facilities are regularly repaired and maintained as per the norms of Shri Gujarati Samaj.

2. Objectives

- To maintain the college infrastructure in good and safe condition.
- To ensure continuous availability of essential facilities for students and staff.
- To promote sustainable use of resources and timely maintenance.
- To follow all guidelines issued by UGC and DAVV University regarding the upkeep of academic institutions.

3. Scope of the Policy

This policy applies to:

- College buildings and classrooms
- Laboratories and libraries
- Electrical and water systems
- Furniture and equipment
- IT infrastructure and smart classroom

- Gardens and sanitation areas

4. Types of Maintenance

(a) Routine Maintenance:

Regular cleaning, painting, checking electrical fittings, water systems, and classroom furniture.

(b) Preventive Maintenance:

Planned inspection of buildings and equipment to prevent breakdowns — such as checking roofs before monsoon, lab equipment servicing, etc.

(c) Emergency Maintenance:

Immediate repairs in case of any sudden damage like water leakage, power failure, or safety hazard.

5. Responsibility Structure

- Principal: Overall supervision and final approval of maintenance plans.
- Maintenance Committee: A team formed by the college to monitor, plan, and record all repair works.
- Administrative Officer / Clerk: Keeps records of bills, quotations, and vendor payments.
- Technical Staff: Performs regular inspections and reports issues.

6. Budget and Financial Norms

- The college prepares an annual maintenance budget approved by the Principal and the Governing Body.
- Expenditure follows Shri Gujarati Samaj norms for transparency and accountability.
- Major repairs are done only after approval from the management or Shri Gujarati Samaj Committees.

- Financial records are audited every year as per Shri Gujarati Samaj guidelines.

7. Record Keeping

All maintenance work (minor or major) is documented in a Stock Register which contains:

- Date and person responsible
- Expenditure
- Completion status and inspection remarks

8. Safety and Compliance

- All repairs follow safety standards and environmental guidelines.
- Waste from maintenance work (like paints, wires, or debris) is disposed of responsibly.
- Fire safety and electrical safety checks are conducted regularly.
- Fire extinguisher installed in premises.

9. Review and Evaluation

- The Maintenance Committee meets twice a year to review the condition of infrastructure.
- Feedback from students and staff is considered for improvement.
- The policy is reviewed every three years or as per Shri Gujarati Samaj Committees.

10. Expected Outcomes

- Safe, clean, and well-functioning college environment.
- Extended life of college assets.
- Better academic experience for students and teachers.

11. Building Maintenance Committees

A committee is formed by the managing members of Shri Gujarati Samaj every year.

The committee formed for the year 2025–26 is as follows:

Campus	Convener
<i>Nasia Road Campus, Indore</i>	<i>Shri Sudeep Bhai Patel</i>
<i>Maharani Road Campus, Indore</i>	<i>Shri Sudeep Bhai Patel</i>
<i>Scheme No. 54, Indore</i>	<i>Shri Kirti Bhai Patel</i>

12. College Building Maintenance Policy

This policy is made by:

Co-ordinator : Asst. Professor Hemlata Verma

Member: Smt. Archana Solanki

13. Committee Members of Gujarati Samaj Collage:

-Asst. Professor Hemlata Verma

-Mrs. Archana Solanki

- Mrs. Sheetal Chouhan

- Asst. Prof. Archana Tomar

- Ms. Chitra Jawle

Supporting Staff (appointed by Shri Gujarati Samaj, Indore):

Electrician, plumber, carpenter, security guard, CCTV controller, gardener, peon, and sweeper. appointed by Shri Gujarati Samaj Indore to maintain premises up to date.

14. Committee Responsibilities

- To inspect the physical infrastructure regularly.
- To prepare and update the annual maintenance plan.
- To approve quotations and ensure work completion within deadlines.
- To coordinate with local vendors and service providers.
- To maintain records of all repair and maintenance activities.

- To submit reports to the Principal and Governing Body.

15. Review of Committee

The Repair and Maintenance Committee will be reviewed and reconstituted every year by the management to ensure effective functioning and inclusion of new members if required.