

SNDT College of Home Science, Pune

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution forms a college level committee for maintenance and utilisation of computers, class rooms, equipments.

- The physical facilities are maintained by employing services of plumbers, electricians and computer technicians who constitute the maintenance staff, on a regular basis and also when their expertise is required.
- A register is maintained in the office which is accessible to all the staff members. The requirements regarding the repair of physical facilities of staff rooms, class rooms, laboratories and wash rooms are noted in the register. The complaints are attended to on a priority basis.
- The laboratory assistants are responsible for the maintenance for their respective laboratories and report to the head of the departments.
- Stock registers are maintained by the respective departments.
- Periodic servicing of equipments is undertaken by employing the service of technicians after the approval from the Head of the Institute.
- Standard Operating Manual are available for certain equipments.
- Breakage of glassware, if any, are reported and entered in the breakage registers.
- Seminars Halls and Auditorium are taken care of on regular basis by the house keeping staff employed by the institution.
- The ICT facilities are maintained by Annual Maintenance Contract. The maintenance is done once in six months and as per the requirement.
- Sports equipment, grounds and Volley ball and Basketball courts is looked after by the sports teacher.
- For major expenditure on purchase and maintenance, technical and administrative approval is sought from the University.