



**MES' Pillai College of Education & Research**  
Sec. 8, Khanda Colony, New Panvel (W)

**Policy for Maintaining and Utilizing  
Physical, Academic and Support facilities**

**Policy No: SPMU/pcerp/2021**

**Purpose:**

- To ensure the smooth functioning of the various activities in relation to the course and program.
- To have an overview of the flow of work by all the employees involved in it.
- To maintain the infrastructural and academic facilities on a regular basis.
- To promote efficient and effective use of resources while prioritizing safety and security.

**Scope:**

This policy is in alignment with the working of Mahatma Education Society's Pillai College of Education and Research located at Khanda Colony, New Panvel. It deals with the maintenance and utilization of the physical, academic and support facilities made available for the smooth functioning of the institution.

**Maintenance and utilization of Physical facilities:**

- The physical facilities like the classrooms, fans, lights are to be regularly checked. It is mandatory for the electrician to check the fans and lights of the institution, every quarterly to ensure its smooth and efficient working. In case of any requirement in between the in-house electrician must attend to the needs.
- Signage should be displayed in all prime areas to ensure the energy is utilized prudently.
- In case of load shedding the generator should be started so that the work goes on with least interruptions. The diesel should be refilled as and when the need arises. A regular check on the quantity required should be noted.
- The benches will be painted every two years to remove the marks and stains if any.
- The classrooms and corridors to be maintained by regular painting every three years.
- The toilets should be regularly maintained and kept clean. All requirements for cleaning purpose should be made available by the office staff.
- There is a regular maintenance of the elevators. The company personnel are responsible for its maintenance. Proper clearance to be taken.
- Whenever there is a need for government examination, NEET/ JEE/ Election purpose the classrooms will be provided for the external use, provided it's on Sunday and public holidays.
- Keep all resources and facilities clean and up to date and ready to use at any given point of time.
- The infrastructure that is shared with the schools and B.P.Ed. should be utilized with prior permission and planning. Eg. Playground, Gymnasium, Science labs etc.

### **Maintenance and utilization of Academic facilities:**

- The internet enabled computer and the projector should be taken care of and regularly maintained and upgraded as and when required by the IT personnel.
- The library is Wi-fi enabled with work stations for students. Regular maintenance should be done.
- Stock verification of the library books and infrastructural assistance should be done at the close of every academic year by the librarian.
- The IT personnel must upgrade software and hardware assets and equipment whenever required as part of maintenance and utilization of support facilities.
- To keep the support facilities in a proper operating condition in a routine or scheduled manner viz. fire extinguisher, generators,
- There should be an “Emergency preparedness” in case of load shedding, weak internet signal, water shortage, fire, flood etc. by providing alternatives or appropriate options.
- Judicious utilization of papers for print, writing materials, exam papers and materials, energy, water etc should be part of habit formation among staff and students.
- The Library advisory committee will discuss budgetary provision for the purchase of new books as per the list suggested by the faculty members and also based on student feedback.
- The stock register for purchases and expenses is maintained by the central office.
- Overall, the policy for maintaining and utilizing physical, academic, and support facilities should promote efficient and effective use of resources while prioritizing safety and security.

  
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