

Maharashtra Arogya Mandal's

Sumatibhai Shah Ayurved Mahavidyalaya

* An ISO 9001:2015 Certified Mahavidyalaya
* NABH Accredited & ISO 9001:2015 Certified Hospital

Malwadi, Hadapsar, Pune - 411028

Recognized by : Government of India, Ministry of Health & Family Welfare,
(Department of AYUSH) N.C.I.S.M, Ministry of AYUSH, Government of India New Delhi &
Government of Maharashtra. Affiliated to Maharashtra University of Health Sciences, Nashik.



॥अभ्यासात् प्राप्यते दृष्टिः
कर्मसिद्धिप्रकाशिनी॥

Date of Implementation: 01/02/2018

Version: 01

Revision: 00

Draft Prepared by: Infrastructure and Learning Resources.

Approved by: The Principal (Sumatibhai Shah Ayurved Mahavidyalaya, Pune)

Implemented by: Concerned Administrative Departments.

Policy framework covers systems and procedures for maintaining and utilizing physical & academic support facilities.

Policy objectives : To avoid breakdown and downtime of systems.

Procedure for maintaining physical & academic support facilities are as follows.

Carpentry Work - Institute is having own workshop for handling carpentry work.

IT Facilities - Our IT department provide IT services like maintenance of college website, Biometric services, troubleshooting of hardware, Networking equipments including internet connectivity.

Herbal garden & campus - Herbal garden and campus are maintained regularly by full time gardeners and additional personnel.

Housekeeping and Cleaning - Apart from the centralized maintenance, each department/ ward is provided with dedicated attendants, sweeper and other support staff for maintaining cleanliness.

Electrical maintenance - Electrical work section is headed by electrical maintenance in charge. All campus electrical maintenance is done by in charge with support of team of electricians.

New Purchase System

- Requirement from head of department.
- Forwarded to Principal office.
- Further forwarded to secretary office for approval through administrative officer.
- Before sanctioning three quotations are demanded from different vendors.

Maintenance System

- Requirement demanded by HOD through demand book.
- Forwarded to Principal office.
- Further forwarded to administrative officer and then he forward it to respective maintenance department.

For new purchase as well as maintenance of physical and academic support facilities yearly budget is allocated.

Vandah
29/07/2023

[Signature]
Principal

