



॥ अभ्यासात् प्राप्यते दृष्टिः  
कर्मासिद्धिप्रकारिणी ॥

Maharashtra Arogya Mandal's  
**SUMATIBHAI SHAH AYURVED MAHAVIDYALAYA,**

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## 4.5.2

### Policy for Maintenance and Utilization of Physical & Academic Support Facilities

The Institute, established in 1990, follows a well-defined system for maintenance and utilization of facilities.

- **Maintenance Cell:** Handles civil work, plumbing, water supply, power backup, and electrical needs. Specialized servicing of electrical, electronic, and mechanical equipment is done through outsourced agencies.
- **Workshops & Facilities:**
  - Carpentry & Fabrication – managed in the in-house workshop.
  - IT Facilities – maintenance of computers, printers, Wi-Fi, CCTV, LCD units, and software through the IT department and annual contracts with Maharashtra Arogya Mandal.
  - Herbal Garden & Campus – maintained by gardeners and additional staff for landscaping.
  - Cleaning – classrooms, corridors, and sanitary areas cleaned daily by housekeeping staff under supervision.
  - Electrical – a campus-based electrical department maintains water coolers, ACs, generators, and lifts.
  - Laboratories & Safety: Maintained by lab technicians; oxygen plants, solar panels, and fire safety maintained through AMC, Lab waste management protocols are followed as per PMC regulations.
- **Maintenance Committee:** Suggests augmentation, development, and maintenance works.
- **System of Demand & Approval:** Departments submit demands → Principal → Administrative Officer → Maintenance Dept. Purchases approved by Hon. Secretary after 3 quotations; stock books maintained.
- **Financial Oversight:** Admin & Accounts handle all transactions, receipts kept for audit
- **Budget:** Annual allocation is made for new purchases and maintenance of facilities.

TRUE COPY

PRINCIPAL

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