

GANDHI VIDHYAPITH VEDCHHI SANCHALIT
AFFILIATED BY VEER NARMAD SOUTH GUJARAT
UNIVERSITY SURAT

NCTE CODE : 313052

SNATAK ADHYAPAN MANDIR
GANDHI VIDHYAPITH VEDCHHI
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PRESIDENT: SHRI AMARSINHBHAI Z. CHAUDHARI
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Procedures and Policies for Snatak Adhyapan Mandir - B.Ed. College, Vedchhi

Here is a suggested set of procedures and policies for **Snatak Adhyapan Mandir - B.Ed. College, Vedchhi**, covering the maintenance and utilization of its physical, academic, and support facilities.

1. General Maintenance and Authority

- A well-established policy and a systematic procedure shall be maintained for all physical, academic, and support facilities.
- The **Principal** is the authorized person for the augmentation of the infrastructure, its maintenance, and also for the disposal of defective unwanted infrastructure that cannot be used.¹
- **Laboratory Stock checking** of all the equipment, instruments, computing devices, etc., shall be done in all the departments **regularly**.
- **Regular maintenance of Fault registers and Log books** in the college and repair works shall be carried out **immediately** upon identification.

2. Library Resources Maintenance

- **Library Damaged books** are bound and/or replaced.
- **Every year in the month of March**, the stock register shall be closed, and the condemned books/equipment marked in the condemned register shall be disposed of by **31st March**.

3. Computer and Technology Maintenance

- A dedicated **Computer Facilitator** (or an authorized technician) shall be in charge of the computer lab and take care of the maintenance and service of the computers.
- **Common computer problems** shall be handled by the concerned person promptly.


PRINCIPAL
Snatak Adhyapan Mandir
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4. Classroom and Campus Maintenance

- **Class Rooms Maintenance** work related to electrical, carpentry, plumbing, etc., of the classrooms shall be carried out under the supervision of the maintenance staff throughout the year.
- **Major repair works** for classrooms and infrastructure shall be carried out **during the summer vacation**.
- **Electrical and technical requirements** and other infrastructure facilities shall be maintained regularly by a **separate electrical and technical maintenance team** which is provided/approved by the **Gandhi Vidyapith** or the governing body.

5. Audit and Replacement of Equipment

- **Internal stock audit** shall be done by the **Principal** or an authorized committee.
- At the start of the next year, the **condemned equipment/books/furniture** shall be replaced based on the audit report and budget availability.


PRINCIPAL

**Snatak Adhyapan Mandir
Gandhi Vidhyapith, Vedchhi**