

**Mahatma Education Society's
Pillai HOC College of Education & Research
Rasayani**

Maintenance Policy

Ensuring the availability of modern equipment and proper infrastructure is essential for fostering an ideal teaching and learning environment at Mahatma Education Society's Pillai HOC College of Education and Research. To this end, the college has established a Maintenance Policy to ensure the effective upkeep, management, and handling of various facilities and resources.

The Principal oversees all maintenance activities on campus with support from the Maintenance Committee.

Any maintenance or repair needs are reported by faculty or staff to the Principal via letter or email. The Principal convenes meetings of the Maintenance Committee as required.


Specific maintenance tasks are assigned to non-teaching staff members by the Principal. If external intervention is needed, the Principal initiates the necessary orders.

Key infrastructure, such as IT systems, the college website, Wi-Fi, CCTV cameras, biometric attendance systems, virtual classrooms, LCD projectors, and sound systems, are either maintained by service providers or through Annual Maintenance Contracts (AMC) with external agencies.

The Librarian is responsible for library maintenance, assisted by the Library Peon, with pest control and fumigation managed through external service providers.

Sports facilities are handled by the Sports Committee, and electrical equipment, including generators and water purifiers, are maintained by external agencies or via AMC. Maintenance of the playground is also outsourced.

Annual stock verification is conducted to assess the condition of furniture, lab equipment, stationery, ICT resources, library materials, and sports equipment, with necessary repairs carried out as required.


Hc Principal
Pillai HOC College of Education &
Research, HOCL Educational Campus,
Rasayani, Tal. Khalapur, Dist. Raigad.

