



Modern Education Society's  
**Neville Wadia Institute of Management Studies & Research**

Permanently affiliated to Savitribai Phule Pune University, Accredited by NAAC  
Approved by AICTE, recognized under 2 (f) & 12 (b) sections of UGC Act  
Email : [director@nevillewadia.com](mailto:director@nevillewadia.com), Website: [www.nevillewadia.com](http://www.nevillewadia.com).

**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Purpose and Objectives:**

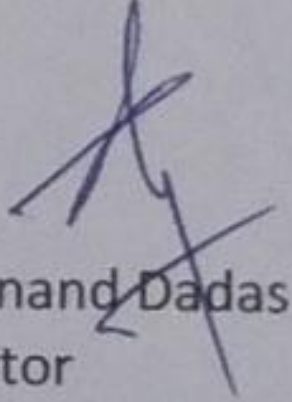
1. To ensure better utilization of the available infrastructure.
2. To maintain cleanliness in the premises of the Institution.
3. To ensure safety and security of the Institution.

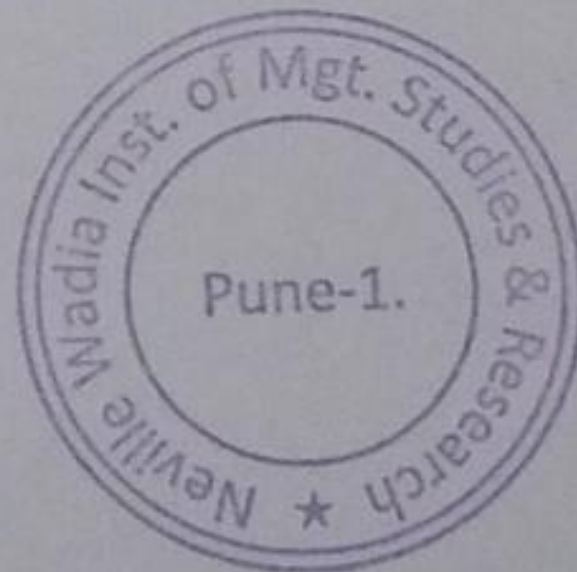
**Scope:**

1. Maintenance of buildings, workspace and associated utilities.
2. Electricity supply and Solar System.
3. Telephone service line.
4. Cleanliness and Upkeep of the infrastructure.

**Procedure:**

1. The agencies for housing keeping and cleanliness are outsourced and appointed by parent body – Modern Education Society. All type of minor repairs and maintenance is carried out by the Institute.
2. The Institute has a policy of maintaining and upgrading the existing equipment's to meet the requirements of the University and the regulatory body AICTE. The Institute has formed Establishment, Housekeeping and Maintenance committee to check the maintenance and upkeep of the infrastructure and up gradations required from time to time. As a matter of policy every Section is expected to set their own set of rules and implement them.

  
Dr. Anand Dadas  
Director



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