



Infrastructure Maintenance Policy

Need:

The institution is endowed with infrastructure pertaining to instructional, administrative and amenities besides furniture, equipment and other physical material. They must be maintained properly and kept in good condition for the best use of the stakeholders of the Institution.

Objectives:

- To provide ambient environment for teaching – learning, research, faculty and student development activities, conducive facilities for administrative activities besides best-in-class amenities
- To immediately address the issues of maintenance, if any, through a proper systematic work flow

Standard physical facilities as per AICTE guidelines:

Instructional facilities:

Class Rooms; Tutorial Rooms; Laboratories (first year and core); Research Laboratory; Workshops (regular and category X courses) Drawing Hall; Computer Centre; Seminar Hall; Library; Language Laboratory

Administrative facilities:

Principal/Director room; Board Room; Office all inclusive; Cabins for Heads of Department; Department Offices; Faculty Rooms; Central Stores; Maintenance; Security; Housekeeping; Pantry for Staff; Examinations Control Office; Placement Office

Amenities:

Toilets (Ladies & Gents); Boys Common Room; Girls Common Room; Cafeteria; Stationery Store; Reprography Centre; Dispensary; Principal's quarter; Guest House; Gymnasium; Auditorium, Open Air Auditorium; Boys Hostel and Girls Hostel

Overall maintenance:

The Building and Infrastructure Maintenance Section headed by the Chief Engineer of the Institution is responsible for overall maintenance of the physical infrastructure of the institution in coordination with the heads of the Department and other unit heads

Maintenance of the buildings such as, electrical works, minor civil works, plumbing works, uninterrupted water facility, maintenance of generator, Fire equipment, white washing and campus cleanliness shall be conducted regularly

Generic Process for maintenance:

- The heads of departments/ Unit heads shall inform the Building and Infrastructure Maintenance section for any kind of repair/breakdown in writing
- The Building and Maintenance Section shall depute the relevant technician/electrician to the department/section concerned to complete the job at the earliest
- Upon completion of the work, the technician/electrician shall record the work done in the maintenance register and get it attested by the concerned head of the department/unit
- If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the Building and Maintenance Section to purchase and provide within an approximate time frame to complete the work.
- In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the Principal.

- All the condemned items should duly be reported to the Principal, under whose purview such items will either be discarded or put into auction/scrap sale once in a year.
- All the departments and sections must maintain proper stock registers and the institution shall constitute a committee for stock verification every year and report the same to the governing Body.

Maintenance of Academic facilities in the Department:

- The Heads of the Departments are responsible for optimum utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, research labs and other academic infrastructure
- The Heads of the Departments must ensure that the classrooms/laboratories and other academic facilities have adequate furniture, lighting, and uninterrupted electrical and water supply.
- The materials available in the department are properly entered into the stock register/log book and must be kept updated for verification/audit
- Damage/loss of the goods/leakage should be instantly reported to the maintenance section.
- Any repair work/service must be performed by the designated staff only.
- Cleanliness and hygiene must be given utmost priority

Maintenance of IT facilities

Computer systems, Servers, Internet and Wi-Fi facility, Smart Boards, LCD projectors, Computer Hardware, CCTV, Biometric Devices, Audio-Visual tools and other ICT equipment shall be maintained by the qualified technical staff.

Maintenance of Library

- Access, issue and return of the books must be under careful vigilance of the Librarian.
- The racks and furniture in reading hall should always be kept clean and the librarian monitors periodically the maintenance of racks, almirahs, books, computers, CDs, and other material in the library.

- Librarian must ensure that the books be organized as per the standard library practices for the easy access of the users.
- Online and offline catalogues shall be updated periodically and as an when a new addition is made.
- Stock Register shall be maintained and verified during the audit
- The Accession Register, Gate Entry Register, Circulation Register, Fine Register, Missing Books, No Dues applications, E- Journal usage Statistical Reports, Issue Register of all the visitors/users of the library shall be maintained up to date.
- Photocopiers and other reprography equipment shall be serviced periodically through AMC and/or on call basis.

Maintenance of Sports Infrastructure

- The Physical Education Director is in-charge of the proper utilization and maintenance of the sports Infrastructure, facilities and material.
- Regular practice to students on sports and games should be provided to the students in the respective fields and courts
- Sports equipment should be maintained in good condition by the Physical Education Director for regular use by the students
- Stock Register must be updated with every new procurement /condemnation
- Annual Stock Verification shall be performed with the help of the committee instituted by the Principal
- All the data pertaining to the achievements of students, conduction of events, list of students participated outside and other reports related to sports activities must be maintained properly for audit.

Maintenance of Vehicles

- All vehicles must be utilized only for official purpose only.
- All the vehicles are to be maintained in good condition by the drivers and assistants appointed by the institution
- The drivers must maintain the log book for diesel/petrol and other repair works of the vehicles.

- The Insurance/Fitness Certificate/pollution certificate for all the vehicles shall be renewed with the concerned offices every year before the stipulated period of expiry.

