



## INFRASTRUCTURE AND MAINTENANCE POLICY

### 1. Maintenance of Buildings

- 1.1 The Overall maintenance of the Institutional Infrastructure including the Buildings and the Garden shall be under the direct control of the Administrative Officer of the College, under whose supervision any kind of repair/service/work shall be carried out
- 1.2 Procurement of any civil engineering, electrical, plumbing material, books, lab equipment, and furniture shall be allowed only with the permission of the Administrative Officer
- 1.3 The Administrative Officer is entrusted with the responsibility of taking periodical preventive measures for the maintenance of the buildings, whitewashing the buildings once in three years, and certain important buildings every year, Plumbing works ,rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the College for the specific purpose
- 1.4 Administrative Officer must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety

### 2. Maintenance of Classrooms

2.1 The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms, smart classrooms, Seminar Halls, equipment, furniture, department labs, and libraries.

2.2 The Heads of the Departments must ensure that the classrooms have adequate furniture, lights, multiple electrical points, and uninterrupted electrical and water supply

2.3 All furniture, green/white boards, Smart Boards, LCD Projectors, and Podium must be utilized for academic and research pursuits

T2.4 The classrooms must be utilized only for academic purpose

S2.5 Stock Register /Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Principal





2.6 Damage/loss of the goods/leakages should be instantly reported to the Administrative Officer. Any repair work / service must be performed by the College electricians/ plumbers /carpenters for proper functioning

2.7 Cleanliness inside and outside class rooms must be given utmost priority

### 3. Maintenance of Laboratories:

- 3.1 The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- 3.2 Proper timetable must be adopted for the exact utilization of the laboratories
- 3.3 Prior permission from the College Authority must be sought for conducting Science exhibitions/ providing any kind of consultancy services to other institutions
- 3.4 The equipment for the laboratories should be purchased by inviting quotations as per College norms and orders to be placed with the organisation offering standard equipment at feasible rate after preparing the comparative statements
- 3.5 The service and maintenance of the equipment should be performed by the respective suppliers through AMC and /or on call basis
- 3.6 Stock Register for lab equipment must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the Principal

### 4. Maintenance of Computer Laboratories and Network:

The College's Computer Centre and Purchase Section are entrusted with the responsibility of Computer and Network maintenance.

- 4.1 The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online courses
- 4.2 For ensuring optimum and time-bound utilization of Computer Lab proper timetables must be used as guidelines
- 4.3 Stock Register must be maintained and updated and verified annually by Purchase Section
- 4.4 The systems in the computer labs should be maintained with the help of the hardware



- 4.5 Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the College for this specific purpose

### 5. Maintenance of Library

- 5.1 The Librarian is the custodian of the College Library
- 5.2 Library must function from 08:30am to 06:00 pm on all working days
- 5.3 Photocopying and scanning must be utilized with prior permission
- 5.4 The racks and furniture in reading hall should always be kept clean
- 5.5 The books have to be organized subject wise and shelved with clear labelling and numbering systems for the easy access of the users
- 5.6 The Issue Register must have the record of daily users
- 5.7 Photocopier machine and scanner must be serviced periodically through AMC and /or on call basis
- 5.8 Access, issue and return of the books must be under careful vigilance of the Deputy Librarian
- 5.9 Library must maintain the Accession Register, Circulation Register, Fine Register, Missing Books, No Dues, E- Journal usage Statistics Reports
- 5.9 Stock verification must be done once in four years

### 6. Maintenance of Sports Infrastructure

The Physical Education Director is the complete in-charge of the proper utilization and maintenance of the Sports Infrastructure.

- 6.1 Regular practice to students on Athletic events such as, Kabaddi, Kho-Kho, Volley Ball, Ball Badminton and practice for Athletes should be given in the playground.
- 6.2 Regular practices for Shuttle Cork, Table Tennis, and Chess etc. should be provided to the students in the Indoor Stadium.
- 6.3 All sports equipment should be maintained in good condition by the Head of the Department of Physical Education for regular use by the students
- 6.4 Stock Register must be updated with every new procurement /condemnation
- 6.5 Annual Stock Verification must be performed with the help of the committee instituted by the Principal



### **7. Maintenance of Vehicles**

- 7.1 All College vehicles must be utilized only for official purpose
- 7.2 All the vehicles are to be maintained in good condition by the drivers and conductors appointed by the College
- 7.3 Transport Officer is authorized for allocating duty to the drivers and conductors
- 7.4 The drivers must maintain the log book for diesel and other repair works of the vehicles
- 7.5 The Fitness Certificate for all the vehicles is to be renewed with the RTO office every year during the vacation period

### **8. General Maintenance Procedure**

- 8.1 The heads of departments / section heads shall inform the AO for any kind of repair/breakdown in writing /mail through the Principal
- 8.2 AO shall depute the technician /electrician to the Department concerned to complete the job within two days.

