Established June 1982   Sahajivan Shikshan Prasarak Mandal (Itotut Sanchalit

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Policy No.16

Infrastructure Facilities of the Institution

Sr. No.	Title of the Policy	Maintenance and Utilization of Physical, Academic & Support Infrastructure
1.	Infrastructure Policy Number (IPN)	Area of Function: Infrastructure
2.	Brief Description of the Policy	The Policy helps in judicious utilization and allocation of Institutional facilities and guides in the maintenance and upkeep of the infrastructure.
3.	Draft prepared by	IQAC/College Maintenance Committee
4.	Policy Applicable to	Infrastructure
5.	Policy Effective from	25/06/2019
6.	Approved by	Management
7.	Authority Responsible	Principal
8.	Superseding Authority	Management
9.	Last Reviewed/ Updated	N. A.

10.	Web Address of the Policy	
11.	Key Objectives	Utilization, Allocation & Maintenance of Infrastructural Facilities of the Institution
12.	References	UGC, State Directorate of Higher Education

INTRODUCTION

Institutions own and operate an expansive infrastructure to deliver its teaching, learning and research programs. The Institutes should have established system and a well- developed policy for maintenance and utilization of computers, classrooms, equipment and laboratories as well as its support infrastructure. The policy aims at providing and user-friendly guidelines as the basis of equitable allocation and efficient utilization of facilities based on the educational, research and administrative requirements of the institution.

POLICY STATEMENT

The Policy for Utilization and Maintenance of Infrastructural Facilities is carefully chalked out with a view to provide instructions to the students and staff of the College as well as other stakeholders regarding judicious utilization and maintenance of infrastructural facilities including physical infrastructure like building, grounds, lawns, parking space, Library infrastructure and equipment including laboratory, sports, furniture, etc.

PROCEDURES

Allocation & Utilization of Physical Infrastructure

Allocation of Classrooms & Laboratories

(i) The Principal constitutes a Timetable committee comprising of two to four senior faculty members from different streams.

(ii) Departmental timetables are submitted by the HOD's to the committee, prepared as per the required workload suggested by the UGC& affiliated university.

(iii) The committee in co-ordination with HoDs of all the departments prepares a ground Timetable for the college.

(iv) It is the responsibility of this committee to judiciously allocate all the classrooms keeping in mind the size of the classroom and the strength of the class.

Allocation of Office Space

(i) Office space is the College property that is allocated to administrative staff, heads of various departments, librarian, or to any committee as available, in a manner that best advances College interests.

(ii) The Principal allocates departmental Offices and administrative offices are allocated by the Office Superintendent in consultation with the Principal.

Allocation of Library Space

(i) Library space facilities are extended to current students, present faculty and staff and also to the retired staff members of the college.

(ii) The facility can be availed by external users such as research scholars, alumni, parents and other persons with prior permission of the competent authority, which in this case shall be the Principal.

Allocation of Sports Facilities

(i) All sports facilities present in the campus are used for sports education, training, competition and recreation of the college students, faculty and staff members.

(ii) The schedule of Sport facilities is decided by the HOD of the Physical Education department in consultation with the Principal.

(iii) College sports facilities can be allocated to external users for inter collegiate, University level or other sports competitions with prior permission of the Principal.

Allocation of Common Space

(i) Common Space of the institution includes Auditorium, Conference Room, Seminar Rooms, College Ground, Common Room, Open-air theatre, Staff Room, Parking Space and Canteen.

(ii) The common space of the institution is utilized for organizing various co-curricular or extra-curricular activities of the institution or for providing leisure facilities to the students and staff of the institution.

(iii) The common space is allocated to external users only with the prior permission of the Principal.

Allocation of Equipment

Technical Equipment

(i) The college owned equipment such as servers, computers, LCD projectors, Televisions, Sound equipment, printers, audio-visual aids and generator are operated by trained personnel authorized by the College authority.

(ii) Internal users requiring the use of College equipment request, for these services when reserving the facilities by seeking prior written permission from the competent authority, i. e. Principal.

(iii) If the external users organizing some event in the college premises require this equipment, they give their requirement in written to the Principal, then deputes the appointed technician to make the arrangements.

Laboratory Equipment

(i) Custodial Departments have primary responsibility for the care, maintenance, physical inventory and control of the equipment in their custody.

(ii) Head of the departments ensure that sufficient equipment is available in working condition for practical sessions and research work from the available equipment in the department

Policy for Maintenance of Physical, Academic & Support Infrastructure

Integration of Maintenance Process: Infrastructural improvements to all properties owned by the Institution must be effectively and efficiently maintained in order to support operational efficiency, as well as to ensure sustained use, occupational health, safety and financial viability.

Maintenance Operations: The physical facilities of the institution are maintained by seeking services of plumbers, electricians, and computer analysts who are available round the clock in the campus. Teachers-in-charge and electrician are responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Support staff undertakes maintenance of water plumbing plants, sewage and drainage.

Maintenance of Classrooms, Smart Classrooms and Laboratories including Language Lab

1. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.

2. Items such as blackboards, fittings and furniture are regularly renewed and repaired as part of the maintenance policy.

3. The laboratory assistants take care of their respective laboratories.

4. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.

5. Staff of respective departments monitors the maintenance of the laboratories.

6. Students optimally utilize all classrooms during the daylong working hours and are also guided for the upkeep of furniture.

7. Cleaning of the campus areas in the institution including the academic and administrative buildings is performed daily in the morning before the regular twice classes begin with the help of support staff. Toilets are cleaned twice every day

Maintenance of Library and Library Resources

1. The library staff is instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

2. Bound volumes are carefully stacked to maintain the shelf life of the books.

3. Cleanliness and maintenance is done regularly.

4. Proper pest management is done to minimize the problems caused by insects like termite and white ants. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfish.

5. Proper cleaning, fumigation and exposure to sunlight to the documents is done to reduce the effect of insects in the library. Repellants are used to save materials from rats.

Maintenance and Utilization of Seminar Halls and Auditorium

1. Seminar halls and auditorium are under the purview of the Office Superintendent and the cleanliness is taken care of by the housekeeping team.

2. Effective utilization of seminar halls and auditorium for organizing academic meetings,

seminars, conferences and cultural events is made.

3. For accessing the facilities, the organizing faculty/staff member submits a form available with OS, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

Maintenance of Electronic Instruments & ICT facilities

1. The Computer Centre and its support staff maintain the ICT facilities including projectors, smart boards, laptops, podium, computers, printers, UPS and servers.

2. The annual maintenance includes the required software installation, antivirus and up gradation.

3. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

4. The out dated electronics/computers are put on buy back as per norms.

5. Campus Wi-Fi is maintained by the respective service centre.

6. The maintenance of ICT equipment comprises actions that are carried out to replace
worn out assets.

7. Computer teacher do routine maintenance by checking and reporting the status of the equipment to the HOD.

Maintenance of Lab Equipment

The policy document provides guidelines for maintenance of all types of equipment retained in various laboratories. Maintenance policy ensures that equipment is always ready to use and in reliable condition as well as calibrated to provide quality outputs.

1. Once the equipment is purchased is recorded in the departmental logbooks.

2. Heads and faculty in the departments are accountable for proper use of equipment. If the equipment requires maintenance or repair, the faculty members

will notify Head of the department. The requisition will be made to the Principal with due sanction from the HOD.

3. If some major maintenance, replacement or repair is required, Head of the department will contact the vendor/supplier of the equipment. A rough estimate of repair and maintenance must be taken from the technician. This must, then, be submitted to the Principal. The Principal will give necessary permission for the same. After this the vendor or technician will repair the equipment.

4. If there is necessity to move equipment out of college campus for repair or maintenance,

the permission must be sought from the Principal by the Head of the department.

5. HODs must ensure that teachers should calibrate all equipment required for practical training of the students.

Maintenance of Support & Other Amenities

The institution owns and possesses a number of equipment and facilities that help in the day-to-day functioning of the institution. These include sports and fitness equipment, Power Generator, Solar panels, Fire Extinguishers, Water Coolers, RO systems, Air Conditioners, etc. Once this equipment is procured through proper procedure, the maintenance part is looked after by competent authority with the help of assistants. Their number and record is maintained duly in the logbook/record book. The equipment is serviced from time to time and the maintenance record is entered into the logbook.

1. The sports equipment, fitness equipment, ground and various courts in the institution are supervised and maintained by the Faculty members of Physical Education Department. Expensive equipment in the gymnasium is maintained through Annual Maintenance Contract.

2. The maintenance record of the Power generator is entered in the logbook along with the diesel input and the working hours of the genset.

3. The solar panels are regularly cleaned by the support staff and are maintained under the Annual Maintenance Contract by the service providers.

4. A committee specially constituted along with the support staff maintains the effluent

treatment plants and rainwater harvesting/ recharging systems.

5. The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

6. The campus is equipped with 24/7 safe and adequate drinking water supply using water coolers and purifiers, which are regularly cleaned and maintained under Annual Maintenance Contract.

7. Fire extinguishers are installed in all labs, administrative offices, seminar halls, library, auditorium and corridors as per the conditions laid down by fire authority and are maintained by the respective departments with the support of the committee. These are

replaced/re-filled from time-to-time or as and when required.

8. Canteen facility is accessible for all stakeholders and the maintenance is looked after by

respective service providers on annual contract along with the Canteen Committee, which

oversees the maintenance and hygiene of the canteen on regular basis.

9. Green environmental aspects-Gardens, lawns, solar panels, rain-water harvesting, Teachers of Botany systems, Herbal garden and the green house are maintained by the teachers of Botany department every day and frequently by

the National Service Scheme volunteers as a service activity. A campus cleanliness and beautification committee oversees the maintenance of the same. 10. The institution remains under 24X7 surveillance and the facility is taken care of by the Campus Security Committee and through security gaurd.

Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year end activity and the consolidated report is submitted to the administration to take necessary actions, if required

Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets.
To avoid e-waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

Day-to-day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor

repairs that necessitate day to day maintenance. Checks are taken care of by the Office Superintendent as well as College Management Committee.

Renovation, Alteration and Up-gradation of Existing Infrastructure

1. Renovation, alteration and up-gradation of the existing academic, research and support facilities done as per requirement, to accommodate new or reformed programs.

2. Principal decides the renovation in consultation with Construction & Maintenance Committee of the college.

3. The requisition for the same is submitted to Management of the college and the work is carried out after seeking due permission.

Forms:

Requisition Form
Form for Repair
Annual Stock Check Register
Department Logbook format
Monthly Lab Maintenance Report

Glossary and Frequently asked Question:

CAS	Career Advancement Scheme
UGC	University Grants Commission
API	Academic Performance Indicators
CR	Confidential report

PBAS   Performance based Appraisal System

ERP   Enterprise Resource Planning

Frequently Asked Questions:

What is budget?

Statement showing probable income and expenditure of a financial year.

What is supplementary budget?

It is the request for additional funds by departments or institute during the course of the year.

What is mean by tender?

It is an invitation to bid for a project/ equipments/materials or work that must be submitted
within finite deadline.

What are different types of tender?

There are different types of tender, open tender, selective tender, negotiated tender and term
tender.

How many books of accounts are there?

There are two books of accounts, cash book and ledger.

What is stock register?

It is register /file/software record used for maintaining college/institute stock.

What is dead stock register?

An inventory showing disposed off or lost items.

What is mean by Re-appropriation?

Transfer of funds from one budget head to another.

What is mean by recurring expenditure?

Expenditure incurred more than once in a financial your and which is not of a capital nature.

What is mean by non recurring expenditure?

Expenditure incurred on capital items.

What all should be covered under IT infrastructure?

IT equipment means desktop computers, iPad, laptop smart phones, servers, monitors,

printers, audio-visual equipment's, software, network equipment, telecommunication equipment's and CCTV but excludes IT consumables such as printer cartridges.

What is the difference between CAS, API, CR?

CAS is a well formulated scheme proposed by UGC revolved by the state government and then University and adopted either in Toto or with changes the enforcement in career of Grant-in- aid teaching faculty.