Procedures and policies for maintaining and utilizing physical, academic and support facilities

This policy ensures all physical, academic and support infrastructure is well equipped and maintained to sustain high-quality teaching and learning in the college without any service interruptions.

College has established well defined systems and procedures to ensure proper maintenance and utilization of infrastructure including library, sports grounds, laboratories, classrooms, auditoriums, and all service installations.

Objectives:

• Conduct regular maintenance periodically.

• Develop action plans and protocols for maintaining, repairing, and replacing all equipment to ensure constant, uninterrupted, and smooth operation of physical, academic, and support facilities.

• Achieve timely upgrades, replenishments, repairs, and replacements of resources and services.

• Establish standardized maintenance and utilization procedures for resources.

• Preserve energy and resources by maximizing the operating efficiency of energy-consuming equipment and systems.

• Identify and implement potential improvements to reduce costs, enhance service quality, and improve overall operational efficiency.

Scope:

- Establishing a standardized maintenance and repair procedure applicable to all equipment across every department of the college.
- Ensuring optimal utilization of resources dedicated to teaching and learning.

Procedure for Maintenance:

Class Rooms Maintenance:

Classrooms are maintained by the respective department staff and attendants and supervised by the respective head of the department. The heads of departments report to the administration periodically for all the maintenance work. All classrooms are cleaned every day after class hours, and care of electric and other repair work is also taken. The head of the departments are also responsible for the maintenance of the buildings and physical facilities at their local level. The creation of physical facilities is managed and regulated by management. Utilization and maintenance are managed by respective head.

Library:

The institute has a central library apart from the departmental libraries developed in every department for the purpose of keeping programme-specific books. Central Library is looked after by the librarian, and other supporting staff for maintenance and enrichment. In central library special sections are created for books, journals and reference sections. Attendants help the students by searching for and lending of books in library. Pest control of library books and records is done every year. A separate digital library called e-library is maintained by trained IT staff.

Laboratory:

The Institute's laboratories are well equipped and have facilities with the proper stock maintenance. In the institute, the laboratory comes under the purview of academic departments. Its faculty members, staff, and lab assistants are responsible for maintaining the equipment under their purview within the department. The respective laboratories maintain stock registers and asset registers to make entries of any new purchases. Breakage and repair, if any are reported to the head of department or the faculty-in-charge as the case may be and suitable measures are taken for the speedy functioning of the equipment. Depending upon the need, an annual maintenance contract (AMC) is carried out for high-end equipment, servers, and computers. The repair and maintenance of other electronic gadgets like computers, projectors, interactive smartboards, printers, and photocopiers are maintained by respective departments. All laboratories are maintained by the respective department staff and attendants and supervised by the respective head of the department.

Computers:

The ICT facilities are maintained by Mr. Vipin (V S Computers). The annual maintenance of computers including the required software installation and antivirus renewal or upgrade is carried out under the overall control of V S Computers. Based upon the complaints received from departments and administrative offices of the institute, the internet-related issues are looked after by the computer operators at V S Computers. Maintenance activities pertaining to the IT infrastructure, including computer centre, Internet lease lines, Wi-Fi facility, IT- enabled classrooms, auditoriums etc, are managed.

The Institute has on ERP system, website and other learning resource facilities for the Library which are managed by Mastersoft Pvt. Ltd.
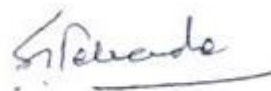
Sports:

College Sports Department is responsible for development, and maintenance of various sports facilities and grounds. The sports committee manages all the activities of the sports and the servicing of all sports equipment as per necessity. They are looked after by the physical director. Provision is made for the periodic purchase of new equipment as per necessity. All the facilities are available to students and staff.

Other Facilities:

The drinking water facility, the RO plant, which provides drinking water facility, is maintained with periodic testing of the quality of the water. The administrative office is to monitor the drinking water facility and RO plant with the help of AMC and a supplier. The Green Campus is well maintained by department of Botany, Green Club, and contractual gardener provided by management. The solar power system is installed and maintained in a periodic manner by the engineers from management and the DC generator is also maintained periodically.

Dissemination of Policy:

This policy is circulated to all stakeholders and made available on the college website.

Principal
Jawaharlal Nehru Arts, Comm. &
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