

Government Autonomous Girls Post Graduate College of Excellence, Sagar M.P.



INFRASTRUCTURE MAINTENANCE POLICY



**GOVERNMENT AUTONOMOUS
GIRLS POST GRADUATE
COLLEGE OF EXCELLENCE,
SAGAR M.P.**



**INFRASTRUCTURE
MAINTENANCE POLICY**



Maximum satisfaction gain with limited resources is the basic principle of management.

Maximizing the utility of the material resources available for the good of the society is the guiding principle of the Infrastructure Maintenance policy of Govt. Auto. Girls P.G. College of Excellence, Sagar Infrastructure Maintenance Policy Document outlines the procedures to be followed in maintaining, utilizing and sharing the physical, academic and support facilities.

Objectives

The objectives of the Infrastructure Maintenance Policy are the following:

1. To ensure that the infrastructure maintenance and upgradation is in keeping with the Government regulations, building codes, and safety standards.
2. To ensure the longevity in the working condition of equipment's and maintenance of assets without damage.
3. To ensure that all the assets are maintained properly and there pairs and replacements are made as per the needs.
4. To promote energy-efficient infrastructure maintenance practices and the use of sustainable materials to reduce environmental impact.
5. To be cost effective and economical by preventing unnecessary expenditure incurred by absence of planned and judicious decision making.
6. To ensure transparency and accountability by maintaining proper records of maintenance activities, expenses, and work order.

Maintenance of Resources

1. A record of all tools, equipments, machineries and other things which are in working condition and removed to be kept under the supervision of health of the development & technician.
2. Workers for carpentry, electricity, water and plumbing system and ICT facilities are to be made available in the institution according to the needs We have labour on daily basis of this work.
3. Any kind of repairing and modification or alteration of equipment/furniture/utility found in need is to be reported to Administrative Officer directly by the teachers or any other staff
4. The class rooms are to be properly maintained by students and the teacher incharge of

the class for clearing classrooms, they are allotted to daily labour.

5. At the end of the each academic year the verification incharge must make an audit of the furniture/equipment and utility lab & classroom entrusted to Heads and must report to the Principal about any modification, alteration, repair or replacements to be made.
6. Before the commencement of each academic year, management must ensure that the classrooms are properly maintained and furnished.

Purchase of resources

7. The Library committee to decide upon the purchase and upgradation of Library Resources.
8. All equipment for the Science/Arts laboratories is to be purchased from standard scientific companies as per the norms by the government.
9. In the beginning of the Month of March teachers must decide and upgrade the equipment and materials required for the respective labs.
10. Cash transactions are not allowed for purchases of equipment's Departments of Higher Education Govt. of M.P. also allocate funds for it.
11. For repairs and upgradation of Infrastructure which would require less than Rs 50,000 can be made with the approval of the Janbhagidari Samiti finance cum Purchase committee but for more than Rs. 50,000 purchase from GeM & tender notification are followed.
12. Purchase of Energy saving and STAR rated devices to be promoted.

1. Summary

This document outlines the Institute's Infrastructure Maintenance Policy. It outlines the institute's system and procedures for new construction and maintaining and utilizing the physical, academic, and other support facilities-laboratory, library, sports, computers, and classrooms.

2. Policy Statement

“To ensure that all maintenance activities in the Institute are conducted in a planned manner and are consistent with the Vision and Mission of the Institute and in line with prescribed standards/specifications and guidelines.”

This Policy forms a part of the college plan. It demonstrates the Institute's commitment to

planning and constructing new infrastructure and maintaining the existing one in a strategic, cost-effective, environmentally safe, and timely manner in line with the latest norms and standards/Guidelines. The institute complies with the standard Construction and maintenance practices as per the government-approved procedures and guidelines issued from time to time.

3. Scope

The scope of this policy shall cover the following: (i) New construction of buildings/Infrastructure (ii) Repair and maintenance of existing buildings/Infrastructure (iii) Electrical and Mechanical Infrastructure (iv) ICT Infrastructure Departments and Laboratories (v) Sports facilities (vi) Green Campus.

4. Introduction

The Institute has established systems and procedures along with dedicated manpower for monitoring and to ensure proper maintenance and utilization of infrastructure like library, laboratories, classrooms, seminar halls, other academic facilities, sports facilities, etc.

5. Maintenance

Maintenance is defined as the work required to preserve or restore buildings and equipment to their original conditions or to such a condition that they can be effectively used for the intended purpose, ensuring the ongoing operation of the campus. The institute conducts the we focus in the following types of maintenance:

- a) Routine/Normal Maintenance
- b) Preventative Maintenance
- c) Scheduled Maintenance
- d) Corrective Maintenance
- e) Complaints/requests from departments, offices, hostels, residents etc.

6. Normal/Routine Maintenance

Cyclic or planned work activities funded through the annual budget, by Janbhagidari Samiti carried out to continue or achieve either the originally anticipated life of a fixed asset (i.e. buildings, equipment etc.) or an established level of performance. Normal/routine maintenance is performed on capital assets such as buildings and equipment to help them

reach their originally anticipated life.

7. Preventive Maintenance

A planned and controlled program of periodic inspection, of computers, machine, air condition and replacement of components and cleaning is done to extend the useful life of building systems and keep them operating near the design level. Thus, objectives of the preventive maintenance include the following:

- Reducing the occurrence of break downs
- Prevention of dampness, and seepage of buildings
- Reducing energy consumption
- Reducing overall maintenance costs

8. Scheduled Maintenance

Scheduled Maintenance refers to any repair, cleaning, or replacement of components or systems performed on a periodic basis to prevent its malfunction/failure. It is a task in which there is a fixed time interval frame for carrying out maintenance. Scheduled maintenance includes inspections, adjustments, regular service, and planned shutdowns.

9. Corrective Maintenance

It refers to maintenance where in defects have been observed in civil, electrical, ICT infrastructure during its design life or operation. It includes cracks, seepage, plasters, breakdown of equipment etc.

Table below presents the types and classifications of Maintenance in the Institute along with an indicative description of works. All other maintenance related to ICT facilities, library, and other support facilities can also be categorized as per this classification.

Types	Type of Maintenance	Description of Work	Frequency
	Scheduled	Cleaning of overhead tank, water tank of hostels and sewage treatment plant	Once a year
		Whitewash of all buildings including hostels, classrooms and central facilities	Every 4 to 6 years
		Cleaning of drainage facilities including sanitary and storm sewers	Every year
	Routine/Normal	Cleaning of offices, buildings, streets and washrooms	Daily

Civil	Preventive	Earthquake resistant design of new buildings Damp proof course Waterproofing of roofs	At the time of construction of new buildings
	Corrective	a. Waterproofing and spalling of plaster from ceiling	As and when it is required
	Complaints/ requests from hostels/residents	Repair and maintenance of civil works	As and when request is received (within 24 hours)
Electrical	Scheduled	Diesel Generator sets, lighting, power distribution system, solar panel	Every year
	Corrective	Electric wiring in old buildings Major breakdown in transformers/fire to transformers	Every five years / as and when a situation arises
		Power breakdown because of heavy rain/wind and consequent uprooting of electric poles and cables	
Complaints/ requests from hostels/residents	Repair and maintenance of electric supply Major breakdown in water supply	As and when a situation arises (within 12 hours)	
ICT	Scheduled	Maintenance of facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors	Daily/as and when required
		All AMC-related aspects of ICT infrastructure	Every year
	Preventive	Installation of antivirus/network security software in institute internet facilities	As and when required
	Complaints/ requests from hostels/residents	Repair and maintenance of internet/wi-fi facilities	As and when requested
General Maintenance	Routine	Plantation maintenance of lawn and garden in the institute	Daily
		Sports facilities such as indoor/outdoor gym	Daily
		Uprooting of trees	As and when required
		Fire extinguishers	Yearly

Separate are monitored various services like electrical, plumbing, housekeeping etc. both for academic and hostel buildings.

- Minor work is carried out by labour appointed on labour rates
- Major maintenance work is carried out on contract through tendering procedure/empanelment of service providers.

- All repair, maintenance and upkeeps of labs are maintained by their lab incharges/technical staff.
- The utilization reports are maintained by In-charge Laboratory, HoDs, In-charge Maintenance Cell.
- Equipment, instruments and appliances involved in the teaching-learning process are maintained through internal technical staff, service providers.
- Periodic information/requirement of maintenance is submitted by HoDs/Section Incharge to concerning Maintenance Cell.
- Prior to commencement of new academic semester all teaching learning facilities including hostels and sports are maintained by concerning Maintenance Cell.
- Each laboratory has one a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the curriculum. Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Yearly Preventive maintenance and performance monitoring is carried out by concern lab--staff. Every laboratory staff keeps the record of utilization of equipments, computers and other required material for experiments. All the safety equipments are installed in the laboratory to avoid any kind of hazard.
- The Institute Central Library is maintained by the Librarian with dedicated library supporting staff. The library services like MIS, digital section, reference sections, Books issuing section, equipments and other library facilities are maintained regularly through dedicated staff. Librarian with supporting staff ensures the availability and utilization of instructional material in teaching and learning process. At end of the Academic year, the stock verification is done. Librarian is responsible to prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure.
- The fire safety equipments are installed at various locations as per standard Operating Procedure on safety and hazards.
- Various sports faculties like grounds, gymnasiums, indoor game facilities, equipments are regularly maintained by Sports Officer. Sports Officer of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the

schedule of the events. If any equipments get faulty sport officer submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport Officer is responsible for keeping the record of utilization of sport Facilities, activities held, awards/achievements of the students etc.

- The IT coordinators are appointed in various departments to maintain the ICT facility in the HoDs are also responsible to coordinate with ICT Maintenance incharge of the Institute to maintain effective ICT facility. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc. are maintained by IT Cell through service provider.
- Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. HODs and Class coordinators also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

10. Maintenance of Hostels

Hostels have necessary amenities like individual cots, study tables, chairs & wardrobes with a locking facility. The hostel is maintained well with a team of our maintenance staff. The hostel is provided with 24 hours power backup with a good drinking water facility. The other facilities available include a mess, a common room with a TV. Students are provided with wi-fi internet facilities in the hostel. Wardens and caretakers are appointed for the looking after the hostels. Repairing on regular basis is done for furniture, doors, windows, fan, lights, water purifiers, and electrical points. Regular cleaning of hostels, washrooms, kitchens, corridors, and surroundings is done. Cleaning of overhead water tanks, drainage system, and Septic tanks are carried out on regular basis.

11. Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of regular and outsourced staff members.

12. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, and sports items in all departments/sections of the institute is carried out through the process of Physical Verification of Stocks and equipment auctioned, if not in use/or have completed their useful life.



GOVT. AUTO. GIRLS P.G. COLLEGE OF EXCELLENCE, SAGAR (M.P.)



**PEOPLE
(Social)**

SUSTAINABLE DEVELOPMENT

3 Pillars and 17 Goals

- 1 NO POVERTY
- 2 ZERO HUNGER
- 3 GOOD HEALTH AND WELL-BEING
- 4 QUALITY EDUCATION
- 5 GENDER EQUALITY
- 10 REDUCED INEQUALITIES
- 16 PEACE, JUSTICE AND STRONG INSTITUTIONS

**PLANET
(Environment)**

- 6 CLEAN WATER AND SANITATION
- 7 AFFORDABLE AND CLEAN ENERGY
- 13 CLIMATE ACTION
- 14 LIFE BELOW WATER
- 15 LIFE ON LAND

**PROFIT
(Economy)**

- 8 DECENT WORK AND ECONOMIC GROWTH
- 9 INDUSTRY, INNOVATION AND INFRASTRUCTURE
- 11 SUSTAINABLE CITIES AND COMMUNITIES
- 12 RESPONSIBLE CONSUMPTION AND PRODUCTION
- 17 PARTNERSHIPS FOR THE GOALS

