



A.S.D. Government Degree College for Women

An Autonomous Institution

Jagannaickpur, Kakinada, Andhra Pradesh-533002

Affiliated to Adikavi Nannaya University, Rajamahendravaram



INTERNAL QUALITY ASSURANCE CELL



4.4.2. College infrastructure usage and maintenance Policy



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Government Degree College for Women (Autonomous)
Re-Accredited by NAAC with "B" Grade in Cycle-III
Kakinada-533002



INFRASTRUCTURE USAGE AND MAINTENANCE POLICY

INDEX

S. No.	Particulars
1	Introduction
2	Objectives
3	Responsibility
4	Maintenance Activities:
4.1	Physical Facilities/ Buildings
4.2	Classrooms
4.3	Laboratories
4.4	Carpentry, Electrical and Plumbing
4.5	Library –Physical Infrastructure
4.6	Campus Grounds
4.7	Sports Infrastructure
4.8	Safety Equipment
4.9	Rain Water Harvesting Facility / STP
5	General Maintenance Procedure
6	Maintenance Policy
7	Utilization
8	Review

INFRASTRUCTURE USAGE AND MAINTENANCE POLICY

The college is dedicated to building, developing, providing, and maintaining the infrastructure required in all fields and offering all stakeholders with the most up-to-date, necessary amenities and facilities. For every institution, creating and maintaining a well-developed infrastructure is crucial. Thus, the college's infrastructure policy aims to guarantee that the infrastructure required for both current and future needs is met. The following domains are included in the policy guidelines:

1. General Infrastructure
2. Infrastructure for teaching, learning and evaluation
3. IT Infrastructure
4. Student's Management Hostel infrastructure
5. Infrastructure for maintenance of Sports Complex
6. Others

2. Objectives

The objective is to create and uphold protocols for infrastructure development, utilizing a well-structured planning framework to ensure the college achieves its desired goals.

This policy upholds the college's mission and vision while supporting infrastructure improvements on campus.

3. Responsibilities

The college's maintenance committee will oversee and manage the necessary maintenance of the buildings, labs, and other infrastructure facilities.

It will also audit each facility on a regular basis to ensure that it is operating properly and efficiently.

Cleaning services in the campus shall be arranged and provided.

Cleaning work will be monitored during day time on the cleanliness of wash rooms and rest rooms as well as campus premises.

4. Maintenance Activities

4.1. Physical Facilities/Buildings

1. The Building and Maintenance Committee of the college will have direct control over the overall upkeep of the college's infrastructure, including the buildings and garden, and will oversee the completion of any necessary repairs, services, or work.
2. Only with approval from the college's Building and Maintenance committee may any civil engineering, electrical, plumbing, or book-related materials, lab equipment, or furniture be purchased.
3. The Building and Maintenance Committee is responsible for periodic preventive maintenance of the buildings, including whitewashing the buildings every three years and specific important buildings annually, plumbing repairs, fixing leaks in pipe lines, maintaining uninterrupted water supply, electrical maintenance, replacing fire extinguishers as needed, and making sure the entire campus is kept clean with the assistance of the cleaning staff.

4.2 Classrooms

1. All departments, including smart classrooms, lecture halls, seminar rooms, furniture, equipment, and department labs, are under the full authority of their department heads for proper use and maintenance.
2. The department heads take responsibility for making sure that the classrooms are equipped with enough furniture, multiple electrical outlets, tube or led lights, and a continuous supply of water and electricity.
3. All furniture, black/white boards, smart class rooms, almirah, LCD/Overhead Projectors and Podium must be utilized for academic purposes.
4. The classrooms/lecture halls must be utilized only for academic purpose.
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.

6. Damage/loss of the goods/leakage should be instantly reported to the maintenance department.

7. Since no one is working against those posts in the college, any kind of repairs or other services for proper functioning will be handled by the outside plumbers, electricians, and carpenters.

8. Maintaining cleanliness both inside and outside of classrooms needs to be a top priority.

4.3 Laboratories

The purpose of the laboratories is to improve and showcase the students' practical skills.

Proper timetable must be adopted for the exact utilization of the laboratories.

In order to conduct science exhibitions or offer any kind of consulting services to other colleges, prior permission from the college authority must be obtained.

After creating the comparative statements, orders should be placed with the company that is offering standard equipment at a reasonable price in order to acquire the equipment for the laboratories. This should be done in accordance with college regulations and by requesting quotes.

The equipment should be serviced and maintained by the appropriate suppliers via AMC or on a call basis.

The departments in charge of the lab equipment must maintain a stock register, and the committee established by the principal must perform an annual stock verification.

All campus Wi-Fi and internet infrastructure must be maintained by qualified technicians that the college appoints for this particular role.

4.4 Carpentry, Electrical and Plumbing

Every year, the maintenance department conducts an audit and gathers reports from all departments, including the hostel, regarding repairs related to plumbing, electrical, and carpentry work.

Every request will be resolved either annually or according to need and urgency.

4.5 Library infrastructure

1. The college library is looked after by the librarian.
2. Library shall function from 9:00 a.m. to 6:00 p.m. on all working days.
3. Photocopying and scanning must be utilized with prior permission
4. The racks and furniture in reading hall should always be kept clean.
5. The books have to be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
6. Catalogues must be updated with every new procurement.
7. Stock Register must be maintained and verified annually by the committee appointed by the principal.
8. The Gate Register, Issue Register must have the record of daily users.
9. Access, issue and return of the books must be under careful vigilance of the Librarian.
10. Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
11. Stock verification must be done once every year (Library Guidelines)

4.6. Campus Grounds

1. In collaboration with the physical education department, gardening and cleaning staff will take care of the campus, providing services such as leaf removal and landscape maintenance.
2. It will include the maintenance of the campus's flower beds, trees, shrubs, and grassy areas in addition to organizing the college's plantation drives.

4.7 Sports Infrastructure

The proper utilization and maintenance of the sports infrastructure are entirely under the Physical Director's control.

1. Students should regularly practice sports like volleyball, badminton, kabaddi, and Kho-Kho. Athletes should also practice on the playground.
2. Students should have access to regular drills for games like chess, shuttle cork, and others in the common area of their hostel.
3. The head of the physical education department is responsible for keeping all sporting goods in good working order so that the students can use them on a daily basis.

4. Every new procurement or condemnation must be updated in the stock register
5. The committee appointed by the principal is responsible for helping with the annual stock verification.

4.8 Safety Equipment

1. The maintenance department will supply fire extinguishers for each laboratory.
2. When specified, these will be appropriately maintained and inspected on a regular basis.
3. The experts in fire equipment maintenance will handle the yearly upkeep. They will be electronically observed to ensure there is no blockage and to check the pressure.

4.9 Rain-Water-Harvesting Facility

Rainwater harvesting resources must be maintained with the help of trained experts in accordance with AMC or the Routine Maintenance Guidelines:

1. Rainwater harvesting systems need to be inspected to make sure their operation is in good working order and that the approved design and specifications are followed.
2. Things which need system. Repair must be taken care of right away.
3. 3. The responsible party should conduct twice-yearly inspections of every component of the rainwater harvesting

5. General Maintenance Procedure

1. Any type of repair or breakdown must be reported in writing or by mail to the Building and Maintenance Committee by the heads of departments.
2. The technician/electrician will be assigned by the Building and Maintenance committee to the relevant department in order to finish the work in two days.
3. After the work is finished, the technician or electrician must attest it by the relevant department head and note the type of work done in the maintenance register.

The carpenter, technician, or electrician should notify the Building and Maintenance committee if any accessories are required to finish the work so that they can be purchased and provided within the estimated time frame.

All items that are considered unsuitable must be properly reported to the purchasing department, which is responsible for disposing of them or placing them up for auction or scrap once a year.

Every department is required to keep accurate stock registers, and every two years, the college will form a committee to verify stocks and submit a report to the appropriate authorities.

6. Maintenance Policy

For the infrastructure to be used as efficiently as possible, preventive and repair services must be performed in addition to periodic maintenance. Annual maintenance (AMC) is necessary for costly laboratory equipment. Periodic repairs and replacements are necessary for computers, electrical equipment, electronics, and furniture.

Periodic Maintenance: The people in charge of the work must carefully carry out the scheduled periodic maintenance of the facilities and equipment. The college must follow the proper procedures when installing its electric and electronic devices, buildings, gardens, water features, and equipment for games and sports.

Break-down Maintenance: If any equipment, facility, asset, or property breaks down and requires immediate repair, the college must take care of it right away to ensure that work continues. Facilities covered by the Break-down Maintenance System include furniture, water and electrical systems, IT infrastructure (including CCTV, biometric devices, Wi-Fi, websites, public address systems, and lab equipment), and lab equipment. When an electronic device or piece of equipment that is still under warranty breaks, the suppliers or their agencies should be notified right away so that the necessary repairs or replacements can be made to restore functionality.

7. Utilization Policy:

1. **Stock Registers:** All Departments/Departments must maintain stock registers which are to be updated with every new purchase or condemnation.
2. Annual stock verification, which is duly documented in the relevant department and the Building and Maintenance Committee, is required by the college and is ensured by the individuals assigned with that responsibility.
3. Condemned items must be submitted in writing to the Purchase Department so that appropriate action can be taken.
4. The college needs to ensure staff and students make the best use of the library's resources.

8. Review

The members of the various committees, along with the principal and vice principal, will conduct periodic reviews and make enhancement decisions.



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