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Institute Policy on Maintenance of Campus Infrastructure

1. Principles of infrastructure maintenance

Maintenance of institute infrastructure means monitoring, servicing and facilitating up keep of the instrument, equipment, gadget, functional space, institute building, etc. to make it operational with or without external help of professionals. The policy for maintenance of infrastructure depends on (a) type of infrastructure, (b) nature and frequency of its occupancy or utilization, (c) functional life and durability, (d) functional essentiality, and (e) price of item.

2. Classification of maintenance

2.1. Class I: In house maintenance

Institute infrastructure is expected to be serviced daily by the department or the user group by its own staff. The nature of maintenance is routine (daily or periodical) cleaning, checking the power supply, and testing its operational fitness. It also includes minor repairs within small budgets. Log books are to be maintained.

2.2. Class II: Maintenance requiring external help for small repairs

Dysfunction of infrastructure that requires low expenditure for repair, can be initiated by the HOD or the in charge with prior permission of the Principal. The work can be assigned to local or empanelled service providers.

2.3. Class III: Maintenance contract

For expensive and hi-tech equipment or expensive construction / fabrication AMC (annual maintenance contract) is to be adopted with the suppliers at the time of procurement. The duration of contract period will be decided by the management. On expiry of AMC, the maintenance contract may be renewed when recommended by the department / user group.

2.4. Class IV: Outsourced maintenance

For items or group of items, whose maintenance requires considerable manpower and expertise, such as, maintenance of sports complex, general purpose gadgets, etc. management may decide to out source their up keep and maintenance.

3. Institute internal maintenance facilities

For routine maintenance, and supervision of maintenance and repair work, institute will establish an Institute Maintenance Cell (IMC) with different sections to look after all general purpose and common assets of the institute. Apart from in house maintenance, the cell will supervise maintenance work by external agencies. The cell will be under the direct control of Principal assisted by Administrator or section in charges (SIC). The main function of the cell is to supervise day - to - day maintenance work of the items under consideration. Principal may take the help of experts from teaching departments for technical advice and assistance. Different sections of the cell are

3.1. Computer Maintenance section.

JURISDICTION: Maintenance of all computers and peripherals, wi-fi, internet, softwares, virtual laboratories and class rooms, smart class rooms, surveillance (CC TV camera and networking), etc. on receipt of complaints from user departments / sections. The SIC will report to the Principal.

3.2. Campus Maintenance section.

In charges of different subsections will report to the Principal through the Administrator.

Subsections of Campus Maintenance are

(a) Civil Engineering Works.

JURISDICTION: Building maintenance, repairs, painting, furniture, etc. .

(b) Hygiene and Sanitation.

JURISDICTION: Maintenance of campus hygiene and cleanliness, drainage system, waste disposal, etc.. There will be designated staff stationed in each department to look after departmental hygiene issues under the supervision of the HODs .

(c) Gardening and Horticulture.

JURISDICTION: Gardening, tree plantation, beautification of the campus.

(d) Environmental wing.

JURISDICTION: Rain water harvesting, sustenance of green campus activities, and adoption of green technology.

3.3. Electric Section.

JURISDICTION: Electric Sub station, campus electrical wiring and installations, lights, fans, diesel – generator set.

3.4. General purpose assets.

JURISDICTION: Maintenance of all other assets not covered so far, such as, drinking water, lift, fire service, photo copier, telephone, etc.

4. Categorization of equipment, scope of maintenance and responsibility.

4.1. Category I: Academic tools, equipment and essential academic support systems

4.1.2. SCOPE: Maintenance, functioning, utilization and documentation of all laboratory equipment, computers, library books, pedagogic tools like projectors, laptops, microphones, etc. located in the departments.

4.1.3. RESPONSIBILITY: For routine maintenance including arrangement of servicing and repair by empanelled service providers will be taken up by the HOD with the approval of the authority. In extreme cases write off of equipment may be initiated by him / her. HOD shall render all support to the internal Audit Committee for stock verification.

4.1.4. Essential academic support systems include classrooms, seminar room, laboratories. Upkeep of these along with up keep of the department in general, is the responsibility of the Group D staff under the control of the HOD. On receipt of report from the department, the administration will arrange for repair or refurnishing of these spaces under Estate Maintenance.

4.2. Category II: Support systems which are not related to academics but essential

4.2.1. SCOPE: These are the gadgets like drinking water facility, wash rooms, lights, fans, air conditioners, furniture, etc. located in the campus.

4.2.2. RESPONSIBILITY: Actions for their repair or replacement will be taken up by the appropriate wing of IMC (Campus Maintenance / Electric Section) on receipt of complaint from HOD / user group.

4.3. Category III: General purpose campus infrastructure – essential or of aesthetic values

4.3.1. SCOPE: All items like cars, institute ambulance, Diesel Generator set, Power Supply interface (sub station), pump set, maintenance of gardens and horticulture, etc.

4.3.2. RESPONSIBILITY: Different sections and subsections of IMC will look after status of maintenance and up keep of these items, and organize their repair or

Re placement with due approval from the authority. Bi-annual internal audit and writing off of items will be carried out as per laid down procedure.

4.4. Category IV: Facilities and appliances related to sports and extra curricular activities

4.4.1. SCOPE: Sports items indoor and outdoor games and activities, play ground, etc..

4.4.2. RESPONSIBILITY: IMC, on recommendation of the Faculty – in – charge (FIC) of Sports and games will be responsible for taking appropriate measures.

4.4.3. Student Common rooms, sports complex are maintained under the supervision of the Administrator.

4.5. Category V: Central facilities – academic and general

4.5.1. SCOPE: It includes all utility and service equipment or installations.

4.5.2. RESPONSIBILITY: All central facilities are under the direct control of the Principal, who is responsible for supervising their utilization and functioning with the help of relevant committees / officials.

4.5.3. Two categories of Central facilities are (a) Academic facilities and (b) Institute functional facilities.

4.5.3.1. (a) Academic facilities.

All computers and peripherals shall be maintained centrally. Location and utilization wise they are normally under the day - to - day supervision of the users / user department / section. On receipt of complaint the central computer maintenance committee will attend the problem and repair them. Replacement needs approval from Director / Principal.

4.5.3.2. Photo copiers are also maintained under the supervision of the Administrator.

4.5.3.3. Virtual infrastructures.

The expensive and vital virtual infrastructures of the institute, such as, Wi-fi and internet facilities, different soft wares, virtual laboratories and virtual class rooms, will be maintained by the computer maintenance section, guided by Institute IT Policy. Website shall be maintained by a Faculty- Web-Administrator assisted by few other faculty and staff. E-inputs (and inputs in hard copies) shall be received from institute - authorized persons like HODs, Academic Committee Convener, Librarian, Administrator, etc. for uploading and making the website updated with authentic information. E-journals and other similar facilities shall be maintained by the Librarian under the direct supervision of the Chairperson, Library Committee.

4.5.3.4. (b) General facilities.

Telephone, air conditioners, elevator, fire safety system, diesel generator set, pump – motor set, etc. shall be maintained under the direct control of the Principal assisted by the Administrator. Some of these items are usually covered under AMC.

5. Documentation

5.1. STOCK REGISTERS.

All equipment, instruments, gadgets, assets, small or big items, consumables, etc. are required to be mandatorily taken into respective stock registers immediately after their delivery by the suppliers / procurement, wherein the following entries will be made: (a) classified serial no, (b) purchase order no. and date, (c) description of items, (d) manufacturer, (e) cost, (f) date of acquisition, (g) testing with satisfaction (when applicable), (h) calibration or standardization date, (i) location, (j) remarks / observations (such as, AMC details or repair frequency / status), (k) signatures of the authorized persons like faculty, HOD / Section –in-charge (SIC). Stock Registers are to be kept in the custody of the HOD / SIC and produced before the Audit Committee for stock verification when asked for.

5.2. UTILIZATION REGISTERS.

All costly equipment for inter disciplinary use or general purpose items like Audio – Visual equipment, must be recorded in a separate register for keeping an information about its utilization. The HOD / SIC will be responsible for maintenance of such records. It will help the Management for future planning as regards procurement of identical equipment or device.

5.3. EMPANELLING OF REPAIR AND SERVICE PROVIDERS.

Institute Management likes to go for AMC, as a policy matter, during the purchase stage itself. HODs / SICs / Administrator are advised to empanel service providers who are ready to take up jobs of repair and servicing of equipment under consideration.

6. Audit and Assessment committees

6.1. INTERNAL AUDIT / STOCK VERIFICATION COMMITTEE.

A Management constituted committee headed by a qualified Auditor will carry out stock or asset verification of the institute every two years. The respective department or section will be associated with the team during the committee's visit. The committee will not only take stock of the assets, but also examine their effective utilization and functional conditions. Stock verification in central library is to be done annually.

6.2. WRITE OFF COMMITTEE.

Write off Committees will consist of a BOG nominee (a senior Faculty) as the Chairperson, HOD / SIC of concerned department / section as a member, Administrator as a member, and one external specialist. On receipt of report from the HOD / SIC about irreparability and non - functioning of idle equipment or items, the Committee will examine / test the item, and recommend to the institute for taking decisions about their disposal, if found unserviceable. The procedure will be recorded and kept under the custody of the Principal with copies to respective HOD / SIC. Obsolete equipment even though functional can be disposed off in a similar manner. BOG shall be informed about writing off of items.

PRINCIPAL