



B.P. CHALIHA COLLEGE

**MAINTENANCE
OF PHYSICAL
AND
ACADEMIC FACILITIES
(REVISED)**



Policy for Maintenance

Purpose of the Policy:

The purpose of this policy is for maintenance and upgrading College building, ground, laboratory equipment, furniture, library and sports facility.

The policies and procedures for maintaining physical, academic and support facilities are as under:

- **Procurement:** The books, equipments, instruments are procured by inviting quotations or e-Tendering portal of the management. The parent institution has its own printing press, from where the Student Consumer Coop Store of the College procures printed stationery, science journals, brochures, and prospectus.
- **Record keeping:** The procured dead stock and consumables are entered in respective registers. Student Consumer Coop Centre issues the consumable stationery to the departments and maintainsthe records of it.
- **Maintenance:** Dead stocks of the college include computers, printers, science equipment, sport equipment, UPS, capital assets, etc. The maintenance of ICT-based equipments is done by the College Hardware and Network Engineer. The AMC for Science Equipments, software (ETH), College Website, Vruddhi, and UPS is renewed regularly. Management has appointed an Electricianto look after the Electrical maintenance.
- **Safety Measures**
 - Instructions to Students (Dos and Don'ts)
 - Provision of Breakage free
 - Signage
 - Rules and Regulations
 - CCTV
 - Fire Extinguisher
- Write off the Outdated Equipment and Sell out the Scrap
- Campus Cleanliness and Beautification

The policies and procedures for the utilization of physical, academic and support facilities are as under:

- **Classrooms & Laboratories**

It is ensured that 33 classrooms, 07 laboratories and 2 ICT enabled rooms along with a seminar hallis optimally used, while preparing the timetables and college calendar.
- **Sports**

- Library
- Canteen
- Parking
- Hostel

The institution has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The authority ensures that enough funds are allocated and then utilized for the maintenance.

The established systems and procedures includes following steps.

- Need and justification
- Demand
- Sanction & Inviting Quotations, Comparison chart of Quotations, Purchase Committee Meeting.
- Placing of Purchase order.
- Verification of the received order against the Placed Order, Testing of the equipment (if necessary), Work completion report from internal expert.
- Dead Stock register entry, Hand over to concerned person for taking responsibility.
- Payment.

Routine maintenance

Classrooms, offices, corridors, entrances, and stairs are cleaned on a day-to-day basis for which sweepers are appointed.

Restrooms are cleaned and serviced daily by the appointed sweepers. Windows are cleaned periodically. The staff is provided to remove rubbish, cut grass, trim trees overhanging buildings, tend gardens, and assist with constant upgrading of college grounds.

The electrician appointed for maintenance purposes has the following responsibilities:

- Supply and fitting of light tubes and bulbs
- Minor repair of classroom and laboratory fans.
- Replacement of electrical wiring.
- Maintenance of electric meter room and batteries of UPS.

Building and Physical Infrastructure

- Protection of the college assets and safety of college staff and students requires a regular cycle of upkeep of college buildings and grounds.
- Exterior and interior painting of the college building is scheduled on a cyclical basis. Whenever necessity arises to avoid deterioration of facilities the painting is done on priority basis. This one is decided by the college Principal and conveyed to Management of the College.
- Renovation, alteration, and improvement of the existing academic, research, and support buildings as required to accommodate new or reformed programs is decided by the Principal in consultation with concerned head of the program. The requirement for this is made to Management of the college and after their permission the work is carried out.

IT Infrastructure and Electrical Maintenance and Replacements

The college has appointed one computer technician and one electrician for to day-to-day technical needs as well as replacement and repair requests. The requests come from Head of Departments, faculty and staff in the form of phone calls or in personal communication. Requests are taken care immediately, wherever possible. Computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Small type of replacements in the computers made by the technician. Problems regarding electrical wiring, new electrical connections in college as well as departments are handled by electrician. Electrician is also responsible for replacement or fitting of light tubes, bulbs, switches, MCB boxes. Technicians are available throughout the day. If the problem is major it should be brought to the notice of principal. The maintenance of major problem is done through following procedure:

- 1) If there is need to change motherboard of the computer, necessary permission must be taken from PDEA.
- 2) If the printer has to be serviced, it should be made with prior permission of PDEA.
- 3) If the complete electrical wiring has to be replaced due to short circuit or other problems, permission for the cost of this must be taken from PDEA.
- 4) For replacement of electric meter permission must be taken from PDEA.
- 5) For replacement of batteries of inverter, permission must be taken from PDEA.

Maintenance of Laboratory Equipment:

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that equipment are always in ready and reliable condition as well calibrated to provide good quality outputs.

The requirement of laboratory equipment and software are requested annually as a part of the College budget process. Head of the department makes a list of equipment to be purchased in the year and submit it to IQAC. Equipment needs are reviewed by IQAC and prioritized for approval from PDEA. After approval from PDEA authority, quotations are called from vendors. After receiving quotations, comparative charts are made and purchase orders are given. When equipment are received, head of the departments are responsible for inspecting materials and equipment to ensure quality and safety standards as per requirement and their intended use.

Heads and faculty in the departments are accountable for proper use of equipment. If maintenance or repairing of equipment is necessary, head of department will take care of this. If there is replacement of small part of the equipment, head of the department will make arrangement for that. .

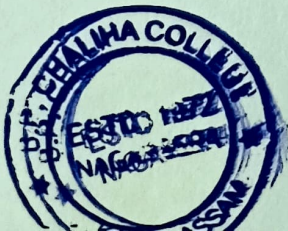
If there is major maintenance and repair first technicians must be called by head of the department. Proper cost of repair and maintenance must be taken from the technician. Then that must be submitted to the principal. The principal will communicate with PDEA and necessary permission will be taken for maintenance. After getting permission the vendor or technician will repair the equipment and after inspection of repairing the payment will be made to the vendor or technician.

If there is necessity to move equipment out of college campus for repair or maintenance, the permission must be taken from the principal by head of the department.

Maintenance of Furniture and Fixtures

The college authority seeks feedback from faculty and staff regarding their requirements to ensure that we maintain existing classrooms. As part of this, items such as blackboards, fittings and furniture may be identified and renewed as part of the ongoing periodic budget.

*Approved in the G.P. meeting
held on 05/12/2023.*



B. P. Chaliha College, Nagabera, Kamrup, Assam

Principal
B.P. Chaliha College
Nagabera