



Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana University, Kadapa)

Policy on Maintenance of Infrastructural Facilities

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1. Preamble:

Institution has established system for maintenance and utilization of its Laboratory, Library, Class Rooms & Furniture, Sports & Gym Facilities, Internet Connectivity, Software & Wi-Fi, Electrical Maintenance, CCTV, Plumbing & Water Supply, and Gardening. This document depicts a framework of management and a plan on the allocation of responsibilities to effective maintenance of physical infrastructure of the institution.

2. Objective:

This policy aims at the enforcement of procedures and systems for the maintenance of academic and other infrastructure facilities in the campus.

3. Stock Verification Committee:

- Physical verification of infrastructure shall be carried out in the month of march/April every year and a list of missing items or items not in use/ obsolete items shall be prepared.
- In addition to that the committee is also report the proper utilization of the facilities in that department. Appropriate authority shall take action with regard to the shortages and writing off.

4.0 Maintenance of Campus:

- **Sergeant:** There is the post of a Sergeant in the college who is entrusted with overall maintenance of cleanliness, discipline and repairs. He supervises the maintenance of physical facilities with the help of contingent staff and electrician. A team of efficient workers is responsible for keeping the college premises clean.
- **Outsourcing:** few outsourcing human resources are also appointed for maintenance of college facilities.
- **52 non-teaching staff posts** are sanctioned for maintenance of college facilities such as **Store Keepers, Mechanic, Record Assistants, Electrician, Watchman, Museum Keeper, Office Sub-Ordinators, Herbarium Keeper, Gardener, Sweepers, Gas man** etc.
- Every first Saturday of every month conduct clean & green program in the campus with support of NSS, NCC, students and faculty.
- **Budget is allocated periodically to ensure proper maintenance** and utilization of the Physical facilities.
- Cleaning of the campus premises including all the buildings is performed daily before lass hours.

5.0 Procedure of Maintenance Laboratory

- Labs are maintained by lab assistants.
- The stocks and records of all laboratories are maintained by storekeepers and record assistants under the supervision of department in charge.
- Department wise annual stock verification is done by committees constituted for the purpose.
- Calibration and modernization of equipment and updating wherever required are attended to by the professional agencies

6.0 Procedure of Maintenance Classrooms

- Maintenance and utilization of classrooms is entrusted to sergeant identified for the purpose. They are kept clean and ready for use by proper maintenance.
- The respective Head of the Department is also responsible for the periodic inspection and maintenance of class rooms and furniture.
- Proper maintenance and repair, if any is ensured before reopening of college after summer holidays and semester breaks.

7.0 Maintenance of Computers and IT infrastructure

- **AMC for IT & Internet services:** The college paying 1,00,000 rupees for AMC services from Microhard. Pvt. Ltd for maintenance of 151 computers and Internet services.
- **Maintenance of EPR:** COE of the college taking AMC for Manasa Solution, Tenali for EPR maintenance.
- There is an **IT Policy** in the college which ensures to optimal maintenance and utilization of IT infrastructure for the benefit of students. It looks after the purchase and up gradation of systems and software, maintenance of equipment and disposal of e-waste.

8.0 Procedure of Maintenance Library

- The Central Library (61762 volumes) is managed by a librarian assisted by Assistant Librarian-01, record assistants-02 and office subordinate-01.
- Daily dusting of books, regular maintenance of reading room, reference section and equipment by office subordinates.
- The library is automated and is open up to 5 PM.
- The computer terminals with Wi-Fi connectivity for accessing e-resources are updated. Regular update is provided on the library website; email and WhatsApp services.

9.0 Procedure of Maintenance Sports & Games, Gym

- The sports and games facilities, equipment and gymnasium are supervised and kept in good shape by the Physical Education Department.
- Maintenance and utilization of sports and games equipment, courts and gymnasium are looked after by the Physical Director with support from assistants & students.
- Funds required for maintenance is drawn from the college funds upon drawing corresponding vouchers.

10.0 Power Supply & General Electrical Maintenance

Power supply, general electrical maintenance and Generator support are supervised and maintained by the Electrician of the college.

11.0 Plumbing & Water Supply

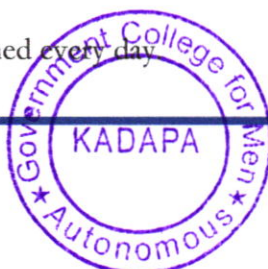
Water supply and related plumbing works of the entire college premises is supervised and maintained by mechanic of the college.

12.0 Garden & Landscaping

The Department of Botany is taking care of maintenance of greenery, garden, landscaping and tree preservation in the college. The gardener and other non-teaching personnel are employed for the upkeep and expansion of the garden.

13.0 Maintenance of Other Facilities:

- The college canteen inspected regularly by college canteen committee to promotes cleanliness, consumption of steamed food over fried food and less usage of spices.
- Regular maintenance of RO water Plants at Auditorium and arts block is done by outsourced to professional service agents.
- The security of the campus is out sourced and taken care of by a private agency engaged on long term basis.
- 10 CC TV Cameras installed in the campus for protection and monitoring of facilities, which is come under AMC.
- All physical infrastructure is substantially evaluated, maintained and updated during summer vacation.
- Wash rooms are cleaned every day




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