

MAINTENANCE POLICY AND PROCEDURE

Our IQAC in its meeting dated 18th Dec., 2018 discussed in detail about the need of formulating its own policy and procedure for maintenance of various components of infrastructure in institution . Accordingly, the responsibility was assigned to the team consisting of following members :--

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| 1 Lt. Vivek Trivedi | - | Senior Faculty of BCA Department |
| 2 Shri Amit Kumar Srivastava | - | Librarian |
| 3 Shri Satya Narayan | - | Office Assistant |
| 4 Shri Vimal Tiwari | - | Office Assistant |
| 5 Shri Ved Prakas | - | Supporting Staff |

The committee had met on two different dates on 13.12.2018 and on 15.12.2018. After thread bare discussion, the committee framed following policy and procedure :--

The institution has already formed policies relating to the Staff Service Conditions, Administrative Powers, Plan, Planning and Assessment and Evaluation Procedure etc. The institution has also framed its own vision, mission and value for both Teacher-Education Faculty and General Faculty. Over and above, our library department and BCA department are also having their own vision, mission and value. All these policies are guiding factors for the smooth running of the institution and also for constant growth of teaching-learning here. The maintenance policy and procedure would be useful for maintaining, repairing and replacing certain components of infrastructure. At present, infrastructure consists of building, furniture, computer, library, laboratory, CCTV, submersible pump, hand pump, vehicle, generators and furniture etc. It has been decided by the committee that above named committee members would be responsible for maintaining, repairing and replacing on need base as and when so is required and necessary.

About minimum 5% of the total budget is to be allocated for the maintenance and repairing whereas cost of replacement will depend upon the item to be purchased from the market.

PROCEDURE

Committee is of the opinion that there should be a prescribed format on which department in-charge or staff responsible would submit the requirement. The format is also being finalized. It is to be submitted to the principal of the college. Form should give full details of the requirement and also the estimated expenditure. The principal on receipt of the request, may directly pass the instruction for the maintenance and repairing provided expected expenditure is upto Rs. 5,000/-. However, if estimate exceeds this amount, in that case, principal will seek the consent from the manager or in his absence, looking to the necessity, principal may seek the consent of Lt. Vivek Trivedi. But looking to the nature of the emergency, time will not be killed in procedure and work should be done pending final approval of the manager.

Where ever any purchasing is to be done for replacement or for repairing etc., minimum three quotations should be obtained and the committee is empowered to act as per quotation of minimum amount but with quality.

The committee also decided to enter into agreement with concerned expert agencies and it should be made very clear that every year, three times visit will be made by expert for every component. Service charges must be incorporated in the agreement which will be over and above traveling expenses.

Following persons would be responsible for repairing, maintenance and replacement :--

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| 1 Furniture | - | Shri Vimal Tiwari |
| 2 Building | - | Shri Satya Narayan Verma and Ram Naresh |
| 3 Solar, Wiring, Sound System of Multi Purpose Hall and Office | - | Shri Bans Lal |
| 4 Books repairing and any sundry work | - | Shri Amit Kumar Srivastava |
| 5 Gardening and campus up clean | - | Shri Bans Lal and Nand Kishore |
| 6 Computer | - | Shri Amit Sachan |
| 7 Laboratories | - | Senior Faculty Members and Library Assistant |
| 8 Generator | - | Shri Nand Kishore |

Hardware Assistant is to be made responsible to look after minor computer repairing. Fire extinguisher, water tank, hand pump and submersible pump are to be looked after by Shri Bans Lal and Shri Ram Naresh. At present, guarding arrangement is entrusted to Shri Ram Vilas for day guarding and Shri Ved Prakash and Shri Sushil Tiwari for night guarding. Arrangement also should be made in such a way so that locally carpenters,

electricians and persons for white washing are easily available. The committee is of the view that white washing of entire building with painting of doors and windows are to be done once in five years and polishing of furniture and almira is to be done once in three years.

The institution is already having games and sports teachers who will take up the matter of maintaining, repairing and replacing of games and sports items.

Shri Ved Prakash and Shri Sushil Tiwari are to look after daily cleaning of the temple and any maintenance etc. but above procedure is to be adopted. All necessary steps are to be ensured by above committee for the development of environmental situation inside and outside the campus.

Though, principal is overall responsible for maintenance, repairing and replacement but one senior faculty who is entrusted the responsibility also will be given the responsibility as above. Committee is of the view that any purchasing should be done from the standard companies though may be slightly costly also. Where ever is possible lock should be used and full safety is to ensure.

PENALTY

Committee is also of the view that where ever there is gross negligence, fine from the students and / or recovery from the staff or person responsible must be made. Time to time, details must be informed to IQAC and to governing body. One office assistant should be given the responsibility to maintain record of physical items and also to prepare accountancy work should be done.

In laboratories, there should be record of material purchased / supplied, consumed and balance. Any damage of the instrument, chemical etc. should be recovered from the students or responsible person in a reasonable manner provided negligence is proved.