



**POLICY DOCUMENT
FOR
MAINTENANCE OF COLLEGE
INFRASTRUCTURE**



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The Administrative Department allocates funds under a plan-head for the upkeep and maintenance of the college buildings. However, under the non-plan category no separate budget head exists for the maintenance and upkeep of the college buildings. For small repairs, the college meets out the expenses out of its reserve fund. Furniture repairing is undertaken by hiring technically trained persons to do the needful and the college funds are utilized for the expenses. Similarly for the maintenance of the laboratory equipment, college funds are utilized. For major hardware maintenance of the computers, the job is outsourced. Cartridges, Ink purchasing etc. are met out of college funds. The government allocates maintenance grant for the vehicles. Voltage stabilizers are in place in various labs to maintain scientific equipment. In addition, the college has installed huge solar panels to provide all-weather power supply to the various departments, laboratories and classrooms. For purchase and maintenance, a set procedure is followed. The Head of a department/Convener/Coordinator sends a work proposal to the Principal who marks it to the Convener, Purchase and Development committee for a report on whether the task can be undertaken. The convener takes the other members of the committee in consultation by sitting together and together they make a survey of the task, the estimated cost and modalities needed. A final proposal reaches the Principal who endorses the work order and the task is undertaken. The college has its own lawn mower used to trim the various lawns, parks of the college. Vacuum cleaner is used to clean the various rooms. In respect of human resource, gardener, plumber, electrician, carpenter, gate keeper, chowkidar and sweepers on staff in the various departments are bound to perform maintenance functions of their respective fields. The college owns agricultural tools used for de-weeding the parks, Botanical Garden and flower beds of the college. The Department of Physical Education and Sports (DPE&S) has huge sports equipment to cater to the needs of the students. The same are housed in a store for safety and maintenance. Third party providers are hired for repairing sports equipment. The fuel and mobile oil etc. for lawn mower is purchased out of college funds after a proper proposal is sent to the principal office who marks it to convener, Sports Board of the college. After scrutinizing the need, the latter writes back to the principal requesting for the purchase of the aid entity who sends it to the Convener, Purchase and Development Committee. The convener of the said committee allows the purchase of the said item(s). The college website is maintained by hiring a third-party in lieu of a significant amount given annually. There is a Waste Management committee in the college which undertakes segregation and disposal of waste properly. Similarly e-Waste Committee is in place which helps dispose e-waste like old broken computers, printers, wires, keyboards etc. An Environment Audit Committee undertakes energy, water audit. There is a Landscape Development committee in charge of maintaining the lawns, paths, and parks of the campus.