



Key Indicator - 4.4: Maintenance of Campus

4.4.2

Maintenance Policy



***GOVT. M. H. COLLEGE OF HOME SCIENCE
AND SCIENCE FOR WOMEN, JABALPUR
SESSION 2019-20 TO 2023-24***

**OFFICE OF THE PRINCIPAL
GOVT M.H COLLEGE OF HOME SC. & SCIENCE FOR WOMEN
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Maintenance Policy

Policy Statement:

The Maintenance Policy of Govt. M.H. Science and Home Science College, Jabalpur aims to ensure the effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment, and laboratories. This policy is designed to support the college's commitment to providing a safe, clean, and efficient learning environment for students and staff.

Objectives:

1. Maintain laboratory equipment and amenities in proper working order.
2. Ensure the print and digital resources of the Central Library are well-maintained.
3. Maintain and upgrade ICT-enabled classrooms, seminar halls, and faculty rooms.
4. Regularly maintain buildings with minimal disturbance to stakeholders.
5. Properly maintain the IT network and CCTV cameras within the campus.

Administration:

- **Maintenance Supervisor:** The principal shall appoint a maintenance supervisor to oversee all maintenance activities with the assistance of other staff members.
- **Systems Maintenance Head:** A designated professor will be responsible for maintaining computer and ICT facilities across the campus.

Maintenance Procedures:

1. **Reporting Issues:**
 - Any maintenance issue should be reported to the maintenance supervisor through a letter or email.
 - The supervisor will assign a skilled technician to resolve the issue.
 - If additional materials are needed, they will be requested from the central store or procured from outside with permission from the purchase committee.

2. Annual Stock Verification:

- Conduct an annual stock verification to assess the status of furniture, lab equipment, ICT facilities, library resources, sports items, and other assets. Necessary repairs and maintenance will be carried out based on this assessment.
- Consider Annual Maintenance Contracts (AMC) when purchasing new equipment.

I. Academic Facilities:

1. Laboratories:

- Equipment maintenance and repair are managed by respective departments with assistance from technical assistants or external agencies if required.
- Regular calibration and maintenance of measuring instruments are performed.
- Major issues are resolved in consultation with suppliers following the central purchase procedure.

2. Classrooms:

- Each department will have a faculty in-charge responsible for periodically checking classroom amenities such as benches, chairs, blackboards, fans, lights, and ICT facilities.
- Issues will be resolved through the Head of the Department as per the internal operating procedure.

3. Library:

- The librarian, with the help of supporting staff, will manage library maintenance.
- Regular internal audits and interactions with students and faculty will ensure that the library meets the needs of its users.
- The library committee will coordinate all maintenance activities.

II. Computer and ICT Facilities:

1. Network and Systems:

- The systems section will maintain the firewall, LAN connectivity, campus Wi-Fi, and internet connectivity.
- Technical assistants from respective departments will manage computer system maintenance.
- Issues that cannot be resolved internally will be escalated to external vendors.

2. Intranet and Internet:

- The college's intranet and internet services will be monitored and maintained by hardware technicians in collaboration with the network administrator.
- Fiber optic cable issues will be addressed with vendor support, and network upgrades will follow the central purchase procedure.

III. Maintenance of Infrastructure (Buildings):

1. Building Maintenance:

- Includes civil work modifications, repairs, plumbing, pest control, and painting.
- Housekeeping tasks, such as cleaning water tanks and sanitary arrangements, will be regularly monitored.
- Major maintenance tasks will involve contractor services, while minor repairs will be handled in-house.
- Annual fire safety inspections will be conducted by the relevant state authorities.

IV. Electrical Systems Maintenance:

1. Electrical Systems:

- Monthly monitoring of electrical systems, including solar PV systems, generators, UPS, and batteries, will be recorded in the logbook.
- Major faults will be addressed by suppliers or service providers under AMC.
- UPS systems will be installed in each department to ensure uninterrupted power supply for computers.
- Technicians will maintain refrigeration and air conditioning systems as part of the maintenance section.

V. Furniture Maintenance:

1. Furniture:

- Maintenance includes fabrication, repairs, and installation tasks. All activities will follow internal operating procedures.

VI. Sports and Games Facilities:

1. Sports Facilities:

- The Physical Director, with supporting staff, will supervise and maintain indoor and outdoor stadiums, gymnasiums, playgrounds, and sports equipment.

VII. Other Facilities:

1. RO Plant:

- Regular testing of the RO plant water quality will be conducted in the Environmental Engineering laboratory.

2. Transport:

- A faculty member will be appointed as transport in-charge to oversee and maintain all transport facilities.

3. Campus Cleanliness:

- Adequate manpower will be employed to maintain the cleanliness of the campus, including classrooms, seminar halls, laboratories, washrooms, and restrooms.

4. Green Cover:

- The campus greenery will be maintained by full-time gardeners and contractual labor.

5. Security:

- Campus security will be monitored through surveillance cameras, maintained under AMC.

6. Canteen:

- The canteen will provide subsidized food, with maintenance managed by the canteen manager under the food committee's supervision.

7. Bank Facility:

- The Central Bank of India branch on campus will manage its maintenance independently.

Review and Update: The institute will continuously review and update the approved maintenance policy and is committed to its effective implementation.