Policy for Maintenance and Utilization of Physical, Academic and Support facilities

Approved by   : College Authority and Core Committee
Reference Code   : **KCK/POLICY/01-09/2021**
Effective Date   : 25.11.2021

1. PURPOSE

The institute is dedicated to provide quality teaching, learning and research programmes. A well formulated policy for Maintenance and Utilization of Physical, Academic and Support facilities is necessary. The policy serves as a guideline for transparent, optimal and effective utilization of facilities based on the educational, research and administrative requirements.

2. Objectives:

- To enhance functionality of facilities.
- To optimize the utilization of equipment, resources and facilities.
- To sustain the useful life of the equipment, resources and facilities.
- To provide product or service quality through careful adjustment, service and operation of equipment/resources.
- To reduce the cost incurred through equipment service and repair.
- To reduce breakdowns and frequency of interruptions in equipments and service.
- To enhance the safety of manpower.

3. SCOPE

The policy applies to the Development Committee, Library Committee, Internal Audit Committee, Sale/Auction Committee and Tender Purchase Board.

4. POLICY STATEMENT

The policy for Maintenance and Utilization of Physical, Academic and Support facilities is prepared to provide instructions to students, staff and other stakeholders of the college regarding proper use and maintenance of infrastructural facilities including buildings, ground, premises, parking space, library, equipment, furniture etc.

5. DEFINITIONS

Facility: The term 'facility' refers to the physical infrastructure like college building, sports space, equipment, furnishing, parking space, canteen etc. in the college campus.

Equipment: Items acquired by college including but not limited to sports, library, IT with prior written sanction by the Principal.

Furnishings: The items acquired by the college including but not limited to tables, chairs, benches, storage spaces, workstations, file cabinets, curtains etc.

Maintenance: The act of keeping physical infrastructure in acceptable condition or at a prescribed level of performance.

Planned maintenance: Maintenance of physical facility performed as a result of periodic inspection.

Corrective maintenance: Maintenance performed as a result of failure of a facility.

Routine maintenance: Day to day operational activities to keep the facility operating.

Service maintenance: A type of planned maintenance undertaken seasonally or annually to enable the required level of service to be delivered.

Unplanned maintenance: Corrective work required in the short term to restore an asset to a working condition.

5. PROCEDURE

- **Allocation and utilization of Physical infrastructure**
- **Classrooms and laboratories:**
    - The Vice principal prepares a general timetable for the institution.
    - Departmental time tables are submitted by Heads of respective departments.
    - The allocation of classrooms is done keeping in mind the size and strength of the class.
- **Office space:**
    - The office space is the space allocated to administrative staff, HoDs, IQAC, RUSA, Librarian or any committee as available in the best interest of the college.
    - The Principal allocates the administrative offices.
- **Library Space:**
    - Library space facilities are extended to the current students, present faculty, staff and external users (on written permission from the Principal through the Librarian).
    - The external users can be research scholars, alumni, parent, retired staff members and other persons with prior permission of Librarian and Principal.
- **Sports facilities:**
    - All sports facilities present in the campus are used for sports education, training competition and recreation of the college students, faculty and staff members.
    - The schedule of the ground use is decided by Physical Instructor in consultation with the Principal.

- College sports facilities can be allocated to the external users for intercollegiate, University level, Governmental Activities, community Programmes or other sports competitions with prior permission from the Principal.

● **Common spaces:**
  - Common spaces of the college include Auditoriums, Seminar halls, Staff room(s), parking spaces and canteen.
  - The common space not limited to those mentioned above can be utilised for co-curricular and extracurricular activities of the institution or for providing leisure facilities to the staff and students.
  - The common spaces can be allocated to college and external users only through prior permission of the Principal unless the facility is meant for specific use.

● **Tribal Museum:**
- **The tribal museum is under the supervision and care of the Department of History and Research**

● **Equipment:**
  - IT equipment are allocated by ICT committee (ICT Policy: KCK/ADMIN/POLICY/04/2021) and operated by trained personnel authorized by the committee.
  - Internal users requiring to use non-allocated IT resources can do so by seeking prior permission from the competent authority- Principal.
  - The college owned equipment can be used by the external users only in case of a formal collaboration or with prior permission of Principal.
  - Custodial departments have primary responsibility for the care, maintenance and control of the equipment allocated to them.
  - Maintenance of Physical, academic and support facilities

● **Classrooms and Language Lab:**
  - Classrooms with furniture are maintained by the Store Keeper.
  - Laboratories with teaching aids are maintained by the respective departments and attendants supervised by respective HoDs.
  - Items such as blackboards, fittings, furniture are regularly renewed and repaired as a part of maintenance policy.
  - Cleaning of the classrooms is done regularly.
  - Whitewash of the laboratories and classrooms is done on need base as the situation may be.

● **Library and Library resources**:
  - The library staff is instructed in the care and handling of the library documents during processing, shelving and conveyance of the documents.
  - Bound volumes are carefully stacked to maintain the shelf life of the books.
  - Pest management is done to minimize the problems caused by insects including ants and termites. Boric acid/powder is applied to prevent cockroaches and silver fish respectively.
  - Weeding out is done as per need.

- **Seminar halls and Auditorium:**
  - Seminar hall and auditorium are under the purview of Vice Principal and the general maintenance is taken care of by the housekeeping team.
  - Maintenance of IT facilities in the seminar halls and auditoriums are taken care by ICT Committee.
  - For accessing the facilities, the organizing faculty/ department submits a requisition to the Vice Principal with details of date of event, time etc.
- **Electronic facilities and IT facilities:**
  - ICT Committee and its support staff will maintain the IT facilities including projectors, smart board, laptops, computers, printers, UPS and servers.
  - The service under Annual maintenance contract (AMC) shall be utilized wherever applicable.
  - Campus WI-FI is maintained by the ICT Committee in coordination with service provider.
- **Disposal of equipment/ IT resource**.
  - The obsolete IT resources shall be disposed through **e-CIRCLE**, Firm Partner for collection and disposal.
- **Renovation, refurbishment, alteration or up-gradation of existing infrastructure**
  - Renovation, refurbishment, alteration or up-gradation of the existing facilities is done as per requirement in consultation with Development Committee.
  - The requisition for the same is submitted to the authority of the college and work is carried out under the supervision of Development Committee.

6 RECORDS

1. Annual stock check register
2. Departmental log books

7 RELATED POLICIES

- ICT Policy (KCK/ ADMIN/POLICY/04/2021)

Principal
Kohima College
Kohima