

## **REGIONAL INSTITUTE OF EDUCATION, NCERT, AJMER**



### **INFRASTRUCTURE MAINTENANCE POLICY**

For the maintenance and construction of physical academic and support facilities-laboratory, library, sports complex, computers, classrooms etc. the institute handles the procedures in several ways for example through CPWD or online/ offline/ GeM tendering process etc.

The maintenance of facilities provided in the institute is undertaken by the campus and welfare section under the supervision of Section Officer and Administrative Officer.

The requirements regarding the facilities are forwarded by the concerned sections and departments including the maintenance and repairs, new additions of infrastructure, and their support facilities, updating or new installation in software etc. to the campus and welfare section of the institute through the administration.

It is then forwarded to either CPWD (for civil and electrical) or tenders are floated as per the rules.

The institute constitutes committees every academic year to take into account the infrastructure development, maintenance and monitoring of the institute, school building, hostels, lawns and in general the campus area. Regular meetings are held and recommendations of the meetings are taken into account.

#### **Comprehensive Work Procedures**

The Chairperson of Infrastructure development, maintenance and monitoring committee for institutes and school buildings, hostel and campus will ensure that there are sufficient clear procedures in place to allow staff to implement the Maintenance Policy. All procedures will include the following:

- i. A statement of purpose.
- ii. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure.
- iii. Work order / Circulars dispatched from various departments are taken care of by the concerned authorities through Campus & Welfare section (C&W) section.
- iv. A regular review of the maintenance procedures.

#### **Work Order Systems**

The Campus & Welfare section shall have a comprehensive work order system that includes all work request information, viz. source of work, description of work, priority, cost and days to complete. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work schedules which will include at the minimum, the following:

- i Source of request (planned, inspection, resident, etc).
- ii. Priority assigned.
- iii. Location of work.
- Iv Date and time received.
- v. Date and time assigned.
- vi. Worker(s) assigned.
- vii. Description of work requested (with task number).
- viii. Description of work performed (with task number).
- ix. Estimated and actual time to complete.
- x. Materials used to complete work.

### **MAINTENANCE OF PHYSICAL FACILITIES**

The physical facilities in the campuses are maintained by the Campus & Welfare section. C&W hires the services of plumbers, electricians, carpenters, etc. as and when needed.

The C&W section hires electrical/ support engineer who is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. All the maintenance of water plumbing plants, sewage and drainage as instructed by C&W section and is undertaken by support staff.

The chairperson with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, canteen and hostel buildings.

### **MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the C&W section and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### **MAINTENANCE OF LIBRARY AND LIBRARY RESOURCES**

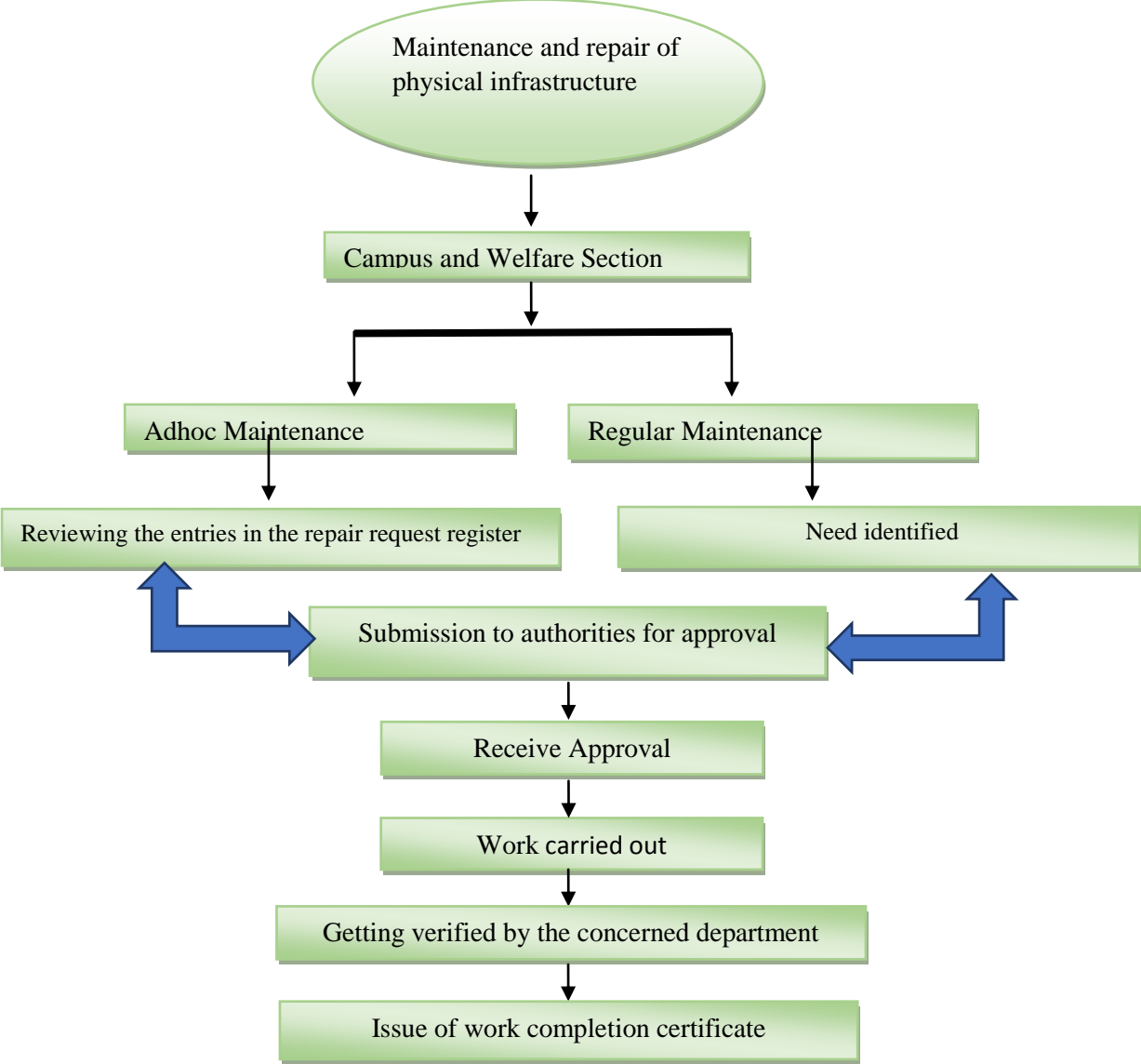
The library staff takes care for library resources. They are trained in the handling of library documents, particularly during processing, shelving and conveyance of documents.

Dust should not be allowed to deposit on the documents because this causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum

should be done regularly and carefully. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats. Library committee makes recommendations for infrastructure augmentation, books recommendations from departments, accumulation of any physical, virtual or IT infrastructure or any other associated work.

**MAINTENANCE AND UTILISATION OF SEMINAR AND ASSEMBLY HALLS**

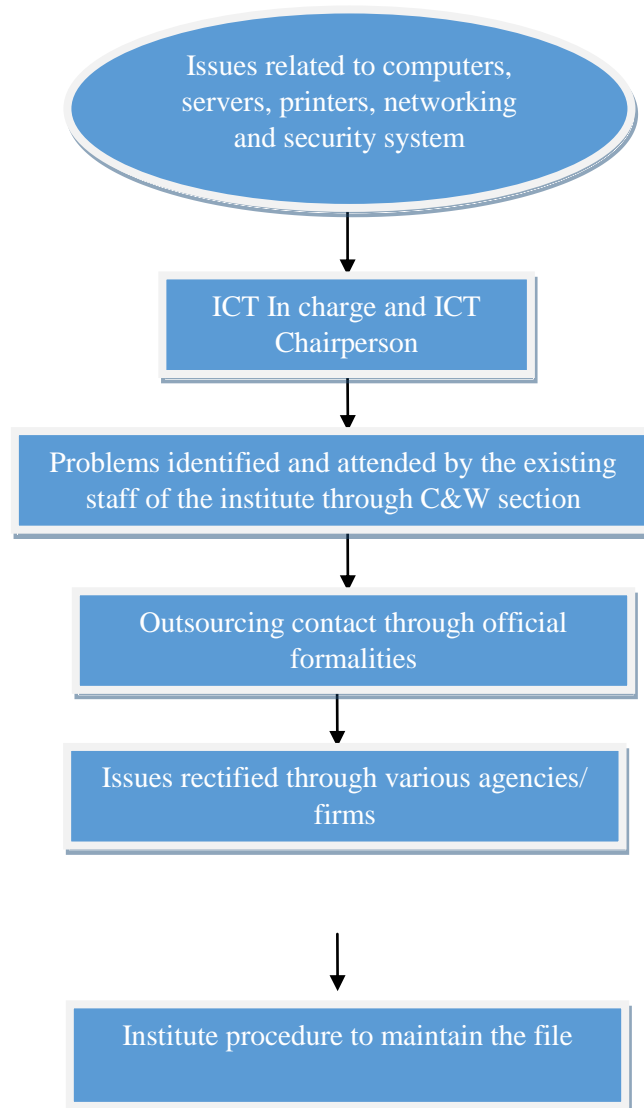
Maintenance of Seminar halls and assembly hall are under the purview of the Chairperson of Infrastructure development, maintenance and monitoring committee / Head of Departments. Effective utilisation of seminar halls and assembly hall for organising academic meetings, seminars, conferences and cultural events is made.



**FLOW CHART OF PHYSICAL INFRASTRUCTURE MAINTENANCE**

## MAINTENANCE OF ICT FACILITIES

The Computer Centre and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.



## MAINTENANCE OF ICT FACILITIES

### MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments, fitness equipments, ground and various courts in both the institute and the school are supervised and maintained by the Physical Education Section. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done as and when required. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sport equipments. Seasonal maintenance of all equipments

and ground are carried out regularly by the Physical Education students as part of their curriculum. Gymnasium and playgrounds are maintained by the staff of the Works Department and of Physical Education Department.

### **MAINTENANCE OF CAMPUS CLEANLINESS**

Cleaning of the campus areas in both, the institute and the school, including the academic and residential buildings is scheduled under various co-curricular activities such as Swachhta Saptah, various NCC activities, etc. Regular and mandatory campus cleanliness is maintained with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Campus and Welfare Section.

### **ALLIED AND INCIDENTAL MAINTENANCE**

- I. To prepare estimates of maintenance, repair, renovation or new projects as per approved schedule of rates prescribed by the central government, seek administrative approvals, carry out due process of inviting quotation, tenders, Expressions of Interest etc. as applicable as per prescribed respective limits for quotations, tenders etc., assign work to successful bidder after ensuring prepared related documents to be signed by Administrative Officer.
- II. To monitor approved works for timely completion and adherence of quality, verify and process bills for payment to Accounts Officer after due entry in measurement books, stock register etc.
- III. To maintain records of all executed works and assist in provision of requisite information as needed to authorities, RTI and audit (Internal/External).
- IV. To install electrical meters in residential units, carry out readings for monthly consumption and ensure deduction of electrical charges from the salary bill of residential allottees through advice note to Accounts officer.
- V. To ensure handing over the new added infrastructure facilities to the concerned Heads of the Departments after verifying the lists of assets, fittings and fixtures etc. through concerned faculty members.
- VI. To ensure handing over the keys of the allotted residential quarters to the concerned teacher/employee as per the allotment by the Allotment Committee /Principal and also take the vacated quarter keys from outgoing occupant.
- VII. To issue No-Dues Certification to teachers/employees after ensuring all rental dues, electrical charges are paid and all fittings and fixtures are intact.
- VIII. To assist in removal of condemned and discarded items of furniture, fixtures and furniture on the request of HOD of concerned to the scrap yard or store for disposal under the directions of Registrar.