

MAINTENANCE OF PHYSICAL AND ACADEMIC SUPPORT FACILITIES POLICY

1. Purpose

This policy ensures the systematic and sustainable maintenance of physical and academic support facilities, such as laboratories, libraries, sports facilities, computers, and classrooms, to foster a conducive environment for teaching, learning, and research.

2. Scope

The policy applies to all physical and academic support facilities within the university campus, including infrastructure, equipment, and technology resources.

3. Objectives

- Ensure the availability, functionality, and sustainability of all physical and academic support facilities.
- Establish a framework for preventive and corrective maintenance.
- Promote efficient resource utilization and longevity.
- Comply with regulatory and safety standards.

4. Facilities Covered

4.1 Laboratories:

- Science, engineering, and medical labs, including equipment and consumables.
- Computer labs and software resources.

4.2 Library:

- Physical collections (books, manuscripts, journals).
- Digital resources (e-books, databases, and subscriptions).
- Library infrastructure, including reading areas and furniture.

4.3 Sports Facilities:

- Indoor and outdoor sports infrastructure, including courts, fields, gymnasiums, and equipment.

4.4 Computers and IT Infrastructure:

- Desktop systems, laptops, printers, and projectors.
- Network facilities, servers, and internet connectivity.

4.5 Classrooms:

- Furniture, teaching aids, smart boards, and AV systems.
- Ventilation, lighting, and cleanliness.

4.6 Other Facilities:

- Seminar halls, auditoriums, administrative offices, and common areas.

5. Systems and Processes for Maintenance

5.1 Preventive Maintenance:

- Schedule routine checks for facilities and equipment.
- Maintain service logs and calibration records for laboratory and IT equipment.
- Conduct periodic inspections of sports facilities and library infrastructure.

5.2 Corrective Maintenance:

- Establish a grievance system for reporting facility-related issues.
- Respond promptly to maintenance requests and repairs.
- Prioritize critical repairs to minimize disruption to academic activities.

5.3 Annual Maintenance Contracts (AMC):

- Engage qualified vendors for maintenance of specialized equipment, HVAC systems, and IT infrastructure.
- Ensure AMCs include periodic servicing and emergency repairs.

5.4 Resource Management:

- Maintain an inventory of equipment, consumables, and resources.
- Ensure timely procurement of supplies for labs, libraries, and sports.

6. Budget Allocation

- Allocate a dedicated budget annually for facility maintenance.
- Include provisions for unforeseen expenses such as emergency repairs.

7. Monitoring and Quality Assurance

7.1 Facility Monitoring Committees:

- Establish separate committees for different facilities (e.g., labs, libraries, sports).
- Committees to oversee inspections, audits, and compliance with standards.

7.2 Feedback Mechanism:

- Gather feedback from students, faculty, and staff regarding facility adequacy and maintenance.
- Incorporate feedback into planning and improvements.

7.3 Audits and Reporting:

- Conduct regular audits of physical and academic facilities.
- Submit reports on facility conditions and maintenance activities to the administration.

8. Compliance and Safety Standards

- Adhere to safety standards for laboratories, electrical systems, and fire safety.
- Ensure compliance with local building codes and regulatory norms.
- Conduct regular training for staff on the safe use and maintenance of equipment.

9. Sustainability Measures

- Implement eco-friendly practices in facility maintenance, such as energy-efficient lighting and waste segregation.
- Encourage water and energy conservation across the campus.

10. Roles and Responsibilities

- **Maintenance Officer:** Oversee daily maintenance activities and ensure prompt issue resolution.
- **Facility Monitoring Committees:** Conduct periodic inspections and audits.
- **Heads of Departments:** Identify specific facility requirements and report issues.
- **Technical Staff:** Maintain and calibrate equipment as per standards.
- **Students and Faculty:** Use facilities responsibly and report maintenance issues promptly.

11. Policy Review and Updates

This policy will be reviewed every two years or as necessitated by changes in infrastructure, technology, or regulatory guidelines.