BIKALI COLLEGE, DHUPDHARA

(Affiliated to Gauhati University)

GOALPARA, PINP783123

ASSAM

Policy on Infrastructure Maintenance

Bikali College, Dhupdhara is committed to provide excellent infrastructure to its students and staff. The Infrastructure Maintenance policy of the college is formulated to manage, maintain and enhance the campus infrastructure through need analysis considering the guidelines of the various statutory bodies.

The college understands that the presence of appropriate equipment and technology, and its maintenance and enhancement is necessary to provide quality education and efficient governance. Hence, a comprehensive Infrastructure Maintenance Policy is formulated and implemented.

1. Creation of Infrastructure

To ensure the presence of proper infrastructure which includes land, buildings, equipment, hardware and software, laboratories, classrooms, the norms of the statutory bodies such as University Grant Commission (UGC) and such others with regard to resource requirements shall be adhered to. At the time of starting a new programme/course, the concerned departments shall prepare a proposal and submit the same to the Internal Quality Assurance Cell (IQAC) for consideration and recommendation to the Governing Body. The proposal shall specify the infrastructure/resource requirement and its adequacy for starting a programme/course or for addition in intake.
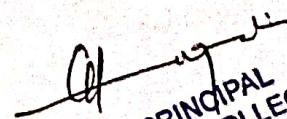
2. Enhancement of Infrastructure

The college shall regularly enhance its infrastructure by modernization of the existing resources, inclusion of new resources/technology keeping in mind the recent developments in teaching-learning process.

3. Record of Infrastructure

The record of all infrastructure including equipment, software, books, hardware, and all other items shall be maintained by concerned departments of the college.

4. Physical Verification

Physical verification of infrastructure shall be carried out periodically and a list of missing/obsolete/not in use items shall be prepared. Concerned authority shall take action with regard to the shortage/requirement/writing off.

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5. Depreciation

Depreciation shall be applied to all assets annually based on the type of assets like furniture, electrical installations, equipment, air conditioners, computer software, hardware and such others.

6. Insurance

Items pertaining to the University infrastructure costing above a specified amount shall be insured against damage and theft.

7. Phasing Out, Obsolescence and Writing Off

The machines especially the computers which are rendered obsolete on account of change in technology, new development or new process shall be phased out. Any combination of the following shall be adopted for phasing out/obsolescence/writing off process:

a. Deploying old equipment in task of lower-level utilization
b. Transferring/Giving away assets to other institutes which can utilize the old equipment productively
c. Selling the old assets through auction or other arrangements
d. Assets transferred/disposed shall be written off from the asset register by the concerned authority
e. Obsolete IT equipment may be resold to e-waste vendors complying with government regulations; certificate of compliance must be obtained from them for keeping records

8. Upkeep and Maintenance

Regular maintenance and upkeep must include the following:

a. Regular cleaning as per the checklist

b. Regular inspection and periodic maintenance of equipment

c. Preventive maintenance as per the preventive maintenance schedules and maintaining its records

d. Annual maintenance to be done during summer vacation for all electrical equipment such as lights, fans, air-conditioning machines, electrical panels, motors, painting of classrooms, office-spaces and such others

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e. Regular cleaning of computer sets, furniture, toilets, dustbins:

> Computer sets, printers – twice a week
> Furniture, dustbins – daily
> Toilets – daily

f. Pest control treatment to be done periodically

g. Replacement of furniture (Office, classrooms, laboratories, hostel) as when required

h. All preventive maintenance for Water Purifiers and water Coolers to be done periodically

9. SOPs For Enhancement and Maintenance

Any department which requires enhancement of infrastructure in terms of space hardware/software etc. shall submit application to the concerned office for consideration. The concerned office (after due thorough review and consideration) shall submit its recommendations to the Governing Body for consideration and approval.
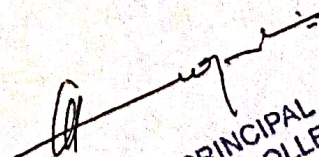
I. Renovation Requisition

This is applicable when the layout, design has to be redesigned and the space has to be optimally utilized. The requisition must comprise the type of work, purpose, requirement, description, cost-estimation etc., and shall be approved by the Governing Body for budget.

II. Maintenance Requisition (MR)

MR is initiated at the time of minor/major repair or maintenance work. The requisition must contain the type of work, purpose, requirement, description, justification, estimated cost and such others.

III. Purchase Requisition (PR)

Purchase requisition is initiated when the college is required to purchase books/items/equipment. This requisition must typically contain a description and quantity of items to be purchased, the purpose, justification of the purchase, required delivery date, and approximate total cost of the items and such others.

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