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Infrastructure Utilization & Maintenance Policy

Introduction

With the growth of the Institute, it is imperative to develop the infrastructure. In line with ATMECE's Infrastructure Policy all the required Infrastructure has been created for efficient & effective functioning of the Institute. It is not only important to create new infrastructure it is also essential to regulate the utilization and maintain, renovate & augment these Infrastructure. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

Objectives

- To achieve a clean, orderly, safe, cost effective, and instructionally supportive campus that enhances the quality of education.
- To protect capital investment, ensures the health and safety of the user, and supports educational performance through effective maintenance.
- To optimize the use of resources based on needs of education, research and administration.
- To established system for maintenance, upkeeping, upgradation and removal of obsolescence of the Resources.
- To have proper coordination between facility allocation and utilization to ensures the best possible usage of resources without any conflicts among various users of the Institute.

Scope

The policy covers all the Physical and Virtual Infrastructure of the Institutes.

Policy

A. Infrastructure Utilization.

1. Effective utilization of Physical, Academic and support facility is an essential task for teaching, learning and research. It is important to efficiently organize and allocate space, human resource, equipment and consumables for numerous activities and to avoid idle.
2. New entrants to the Institute both staff & students shall undergo orientation/induction programs to understand availability, access and utilization of physical, academic and support facility.
3. The timetable committee of different departments shall explore the possibilities of optimal use of the space and time. There shall be a Master Timetable to identify redundancy / idle resources so that those resources can be put best possible use.
4. For laboratories, the student strength shall be divided into batches for optimum utilization of resources and to provide hands on opportunities to everyone.
5. Classrooms shall be allotted as per the student strength. Instructional classes and Laboratory classes shall be staggered based on the based-on number of classrooms available.
6. Laboratory classes shall be planned in such way that the Electrical Diversity Factor is at best possible level.

7. Idle laboratories shall be put to use for Certificate courses, beyond syllabus activities, Innovation activities, Research activities, etc.
8. The Institution mandates and ensures optimum utilization of any facility but for the gadgets / equipment / systems which need cooling/recovery time/rest.
9. Co-curricular and Extra-curricular activities shall be planned in such a way that depending on the gathering, suitable Seminar Hall/Auditorium among cluster of Seminar Halls & Auditorium may be used for reducing the running cost.
10. Standard Operational Procedures for handling various chemicals, equipment and instruments are to be strictly followed.
11. ERP shall be used to have proper coordination between facility allocation and utilization to ensure the best possible usage of resources without any conflicts among various users of the Institute. There shall be a mechanism in the ERP to book Seminar Halls & Auditorium by the users.
12. Utilization of Library:
 - a. Each student is allowed to take 3 books for the period of 15 days.
 - b. Each faculty borrows 5 books for each semester.
 - c. Students can utilize the library daily on all working hours from 9.00 am to 5.00 pm as per their timetable.
 - d. Both Staff & Student can access e-resources on internet or intranet 24x7.
 - e. The Reference section of the library will be open during college hours and students can use resources available in the reference section.
 - f. Technical journals are made available in the library for both students and staff for enhancing their knowledge.
 - g. Computers are provided in the library to facilitate the students for enhancing their knowledge.
13. The College Computer Labs are used by all the Departments for conducting computer related practical classes, filling Online Admission forms, Guest Lectures, workshops, MOOC Courses , Placement Drives etc. It is also given on rent for conducting Online Exams.
14. ATMECE provide unrestricted access to teaching, learning and research information to its stakeholders and also access to ATMECE services to stakeholders through ICT.
15. Staff members & Students shall be aware of unacceptable use of the ATMECE's ICT resources as mentioned in the ICT policy.
16. Outdoor and Indoor Sports facilities including Gym is available for both staff members & students during the College hours. Wherever there is limited equipment/facility slots may be pre booked.
17. All the Department associations are funded by management and the fund shall be utilized under the set guidelines.

B. Infrastructure Maintenance.

1. There shall be a separate Budget provision for the maintenance of infrastructure of the Institute with sub-heads like, Building maintenance, IT infra maintenance, Lab equipment maintenance, Vehicle maintenance, etc.
2. Suitable mechanism shall be evolved for swift & effective resolution of maintenance related issues and the same shall be communicated all the staff

members & students. This mechanism shall be incorporated in the ERP for transparency & accountability.

3. Appropriate framework and an outline on the allocation of responsibilities shall be established to ensure effective use and maintenance of existing infrastructure facilities.
4. Train at least one staff member from each of the department to resolve the initial maintain needs before calling the outsourced or external agency to carry out the required maintenance.
5. The Grievance Redressal Cell (GRC) shall also look into any grievance raised by the stakeholder of the Institute regarding maintenance issues like cleanliness, light, fan, tap etc., and the same shall be resolved immediately.
6. The Overall maintenance of the institute's physical infrastructure like Building, Roads, Electrical infrastructure, Plumbing, Furniture, Equipment (other than the Lab equipment), Sports field/courts shall be under the direct control of the Maintenance Department of the Institute, under whose supervision any kind of repair/service/work shall be carried out.
7. Maintenance Department shall comprise of competent Civil engineer and Electrical Engineers. The services of plumbers, electricians, carpenters and other technicians shall be available on call.
8. The Overall maintenance of the institute's IT infrastructure as defined in ICT policy shall be under the direct control of the IT Department of the Institute, under whose supervision any kind of upgradation/repair/service shall be carried out.
9. Transportation Department shall be responsible for maintenance issues pertaining to all the Vehicles of the Institute including renewal of insurances, Payment of road tax, renewal of Permits, etc.
10. Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance (AMC) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.
11. User Department shall maintain the Schedule of Maintenance of all the Infrastructure which is under its in-charge.
12. Periodic Maintenance: Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The University's electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. is to be done with due proceedings.
13. Break-down Maintenance: For the break-down of any asset/property/facility/equipment which, needs urgent repair, the Institution shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down Maintenance System. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.

14. AMC Policy: The Institution's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years).
15. General cleaning of the areas and Toilets shall be done at regular interval on all the days depending upon the usage by a separate Housekeeping staff under the direct supervision of the Maintenance Department. There shall be a dedicated Housekeeping Supervisor to oversee the activity. The maintenance of the Sanitary Napkin Vending Machines is the responsibility of the Housekeeping supervisor.
16. Maintenance of Landscaping shall be done a separate gardening personnel under the direct supervision of the Maintenance Department. There shall be a dedicated Gardening Supervisor to oversee the activity.
17. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, PUS, Solar panels etc.
18. The Cleaning and the Maintenance of the laboratories including the equipment are done by the non-teaching staff as per cleaning schedule which is monitored by Floor In charge appointed by the Head of the Department. However, the Building, Electrical infrastructure, Plumbing, Furniture maintenance shall be done by the Maintenance Department. Wherever the maintenance/servicing/calibration is to be got done by an authorized agency, then the Head of the Department shall be responsible for the same. A separate budget provision shall also be made available to each Department to take up such maintenance.
19. The maintenance of Library Infrastructure is the responsibility of the Chief Librarian. The racks and furniture in reading hall should always be kept clean. The books have to be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users. Online and offline catalogues must be updated with every new procurement. The Gate Register, Issue Register must have the record of daily users. Xerox/copier machine and scanner must be serviced periodically through AMC and/or on call basis. Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
20. The cleaning, Building, Electrical infrastructure, Plumbing, Furniture maintenance of the Library shall be done by the Maintenance Department.
21. All the Security staff shall be trained for handling the Fire Extinguisher, First Aid and made aware about lift safety measures during an emergency. All the staff members & students of the Institute shall also be made aware of protocol to be maintained during fire emergency.
22. Stock Verification/Audit of inventories in each department shall be carried at the end of each semester. Head of the Institute shall form a team for this purpose who shall conduct the Stock audit and submit the report to the Head of the Institute. Any breakages, damages or lost items shall be brought to the notice of the respective Heads of the Department for making good or replacement.

23. Suitable mechanism shall be evolved to write-off obsolete / condemned items. These items shall be disposed suitable by the Maintenance Department.
- The person in charge of any Equipment/item shall put all possible efforts to revive the Equipment/items for operation. Equipment/item which are beyond repair or have lost functional significance shall be brought to the notice of the Heads of the User Department.
 - Heads of the Department shall call Technicians/Experts for respective Equipment/item to personally inspect and check the conditions of the same and convey the decision for further action like repair from outside agencies or write-off to higher authority.
 - If it is decided to write-off the equipment/item, the same shall be brought to the notice of the Head of the Institute and prior approval shall be obtained for writing-off.
 - For write-off of Equipment/item, Department Stock Register records are updated by respective lab In-charge and same is authenticated by Head of Department and Head of the Institute.
 - Accordingly, all the records of the Institute shall incorporate such write-off of Equipment/item and such equipment/items shall be handed over to Maintenance Department for recovering salvage value and disposal.

