



Criterion-IV (Infrastructure and Learning Resources)

Policies for Maintenance of Infrastructure and Learning Resources

Maintenance Policies and Procedure

Career College, Bhopal, has always been methodical in their policy for maintaining its physical, academic, and support facilities like laboratories, library, sports facilities, computers, classrooms, etc.

Guidelines to maintain physical, academic and support facilities:

1. Prepare routine and preventive maintenance schedules.
2. Execute the maintenance schedule.
3. Execute emergency maintenance schedule on a priority basis.
4. To ensure such practice to prevent wear and tear as a preventive method.
5. Prepare maintenance reports and submit them for assessment and feedback to higher authorities.

Committees and Cells to Manage the Optimum Usage & Maintenance of the Following Facilities are as follows:-

- ICT Committee.
- Hostel Committee.
- Time Table and Academic Calendar Committee
- Library Cell and Committee.
- Academic Planning Board (IQAC).
- Campus Development/House Keeping Committee.

Guidelines for the maintenance of physical infrastructure:-

Institute believes in maintaining a spick and span campus as a prerequisite for achieving a salubrious environment. Given the context, Criterion-IV (Infrastructure and Learning Resources) makes sure that the upkeep of the physical, academic, and support facilities is done in a planned and systematic manner in accordance with the standard norms created by the Institute.

A) Routine Maintenance:

- The supervisor as a routine cleaning, dusting, sweeping, and mopping performed by the contractual housekeeping personnel in all regions.
- The Institute has a variety of automated cleaning equipment for this objective. Progressive maintenance logs and regular cleaning charts are recorded.
- Every Saturday, the housekeeping staff receives training on the various facets of maintenance.
- For minor repairs, the Institute has a basic skill- force of Carpenters, Masons, Electricians and Plumbers.

B) Preventive Maintenance:

- **Painting:** The Institute has prepared a calendar to ensure that all the areas are periodically painted.
- **Fire Alarm System:** Fire Alarm Systems have been set up at the Institute. System upkeep is delegated to a firm that Management has authorized. The firm maintains the equipment once a month.
- **Air Conditioning:** Many areas of the Institute are air-conditioned. The maintenance of the Heating, Ventilation and Air conditioning(HVAC) system is outsourced.
- **CCTV:** On campus, the Institute has placed extensive CCTVs. The system's upkeep is contracted out.

- **Water Tanks / Septic Tanks:** Professional service experts clean all the overhead and subsurface water tanks three times a year with cutting-edge machinery.
- **Audio-Visual System (AV):** The high-end AV systems are maintained under Annual Maintenance Contract.
- **Electric Equipment:** Electrical installations and other equipment, such as projectors, are periodically inspected.
- **Pest Control:** Pest management, which includes routine rodent treatment and general disinfecting, is performed frequently.

C) Policy for Optimal Utilization of Existing Infrastructure:

- Ensuring that students use the library's resources as efficiently as possible
- Planning for the programs and events at department and college levels.
- Providing comfortable and hygienic accommodations to students at the college hostels.
- Providing updated IT infrastructure for enhancement of learning.

C) Mode of Operation:

- Annual Maintenance Contract (AMC) for electronic and electrical equipment and other facilities is in place with various maintenance service experts there.
- Budget provisions are there for new as well as old facilities, repairs, and maintenance.

D) Library:

- Library resources are augmented every year with new editions and titles.
- Books having greater demand are purchased through successive grants for updating textbooks and reference books.
- Frequent vacuum cleaning, dusting, and maintenance of shelves, Pest Control on books and furniture at regular intervals are done.

E) Laboratories:

- The equipment in the laboratories is constantly upgraded and maintained by respective departments.
- Annual stock verification is done to keep a check on the condition of the equipment.
- Ongoing process to digitise the inventory registers for ease of working.

F) IT Policy:-

- Maintain appropriate use of information technology infrastructure established by the Institution on the campus.
- Outlined policies and roles for preserving the availability, confidentiality, and integrity of the information assets that the College accesses, generates, manages, or controls.
- Designed to establish standards and protocols for various issues, such as the use of IT facilities and regular updation.
- A biometric device is deployed to record the attendance of both teaching and non-teaching workers. For the coming session, we would be implementing the same for students.
- The website committee regulate and frequently updates the college's website.

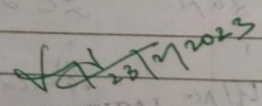
Maintenance of Infrastructure and learning Record

Civil Work Maintenance Record

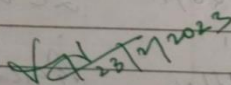
PAGE NO.: _____
DATE: / / 2021-22

S.No.	Date	Item	Block/Room	Reason	Status
1	16/1/22	वाश बरतीन टोली	22 N. No.	रवराव हावा	OK
2	23/1/22	रवराव फ्लोर पेवमेंट सिमेंट घाला	18 N. Room	कॉन्क्रीट	OK
3	9/2/22	कारिडोर पेंटिंग	10 11	पेन्ट रवराव हावा	OK
4	11/2/22	टाइल रिपेअर	बसिंग	टूटला	OK
5	3/3/22	पेंटिंग	आडिटोरियम	रवराव	OK
6	5/4/22	फ्लोर रिपेअर	24 N.	रवराव हावा	OK
7	11/4/22	लॉट्री वीट	लॉट्री	पानी टपणला हावा	OK
8	13/5/22	रूम N. 20 रिपेअर	20 N.	टूट गॅझी	OK
9	14/5/22	पेंटिंग	14 N.	रिपेअर रवराव	OK
10	21/7/22	मॅट घाली	कॉन्फ्रेंस रूम		OK
11	13/8/22	ट्रिवाल रिपेअर	रूम नं: 54	लाट	OK

S.No.	Date	System	Block/Room No	Reason	Status
1)	15/1/23	पेफिटर	रूम नं. 25	पेन्ट खराब	OK
2)	19/1/23	पेफिटर	रूम नं. 26	पेन्ट खराब	OK
3)	22/1/23	पेफिटर	रूम नं. 36	पेन्ट खराब	OK
4)	29/1/23	टाइलस	रूम नं. 29	टूट गयी	OK
5)	03/2/23	टाइलस	रूम नं. 34	टूट गयी	OK
6)	04/2	रिपेयरिंग	रूम नं. 65/65	डिवार खराब	OK
7)	11/2/23	पार्श्व रिपेयर	रूम नं. 39	खराब है	OK
8)					


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S.No.	Date	Item	Block/Room No	Reason	Status
1)	15/1/23	पेन्सिल	रूम नं. 25	पेन्सिल खराब	OK
2)	19/1/23	पेन्सिल	रूम नं. 26	पेन्सिल खराब	OK
3)	22/1/23	पेन्सिल	रूम नं. 36	पेन्सिल खराब	OK
4)	29/1/23	टाइलस	रूम नं. 29	टूट गयी	OK
5)	03/2/23	टाइलस	रूम नं. 34	टूट गयी	OK
6)	04/2	रिपेअर	रूम नं. 65/65	डिवायर खराब	OK
7)	12/2/23	पार्श्व रिपेअर	रूम नं. 39	खराब है	OK
8)					


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Electric Maintenance Record

S.No.	Date	Item	Block/Room	Reason	Status
1/	2/1/22	L.E.D लॉरेटचेन	रूम नं. 24, 26	रवराव	OK
2/	5/1/22	M.C.B	रूम नं. 13, 15	रवराव	OK
3/	9/1/22	पंखा	रूम नं. 13	रवराव	OK
4/	16/1/22	पंखा	सेमीनार	रवराव	OK
5/	15/2/22	पंखा	रूम नं. 26	रवराव	OK
6/	11/3/22	वायरिंग	रूम नं. 27	रवराव	OK
7/	18/3/22	वॉरिंग मोटर	गार्डन	रवराव	OK
8/	6/5/22	रिपेरिंग पंखे 27, पा. 33	रूम नं. 21	रवराव	OK
9/	17/6/22	L.E.D लॉरेटचेन	रूम नं. 6, 35	रवराव	OK
10/	5/7/22	L.E.D लॉरेटचेन 22, पारपुटर लॉक, मिनिमस	रूम नं. 99	रवराव	OK

S.No.	Date	Item	Block/Room No.	Reason	Status
1)	28/7/22	वाफर चेळा	36, 36,	खराब	OK
2)	11/8/22	LED लॉट चेळा	नर्सिंग	खराब	OK
3)	29/8/22	हेलोवन लॉट	गार्डिन	खराब	OK
4)	10/9/22	LED लॉट चेळा	रूम नं. 32	खराब	OK
			65, लॉट प्रेस		
5)	13/10/22	पंप	R.N. 43,	खराब	OK
			बोल्ड,		
6)	5/11/22	LED लॉट चेळा	R.N. 11, 13	खराब	OK
7)	6/12/22	LED लॉट चेळा	R.N. 24, 18	खराब	OK
			39, 62, 57,		
8)	19/1/23	पंप	R.N. 14, 56	खराब	OK
9)	27/1/23	LED चेळा	आडि	खराब	OK
10)	3/2/23	R.O व मोटर	जेबिला	खराब	OK

(Signature)
23/02/2023
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Plumber Maintenance Record

PLUMBER MAINTENANCE WORK					
PAGE NO. : 1					
DATE: 1 1 2021-22					
S.No.	Date	Item	Block/Room No.	Reason	Status
1)	15/1/22	डाल चेन्न	साईस लॉक	रवराव	OK
2)	17/1/22	बेस पारिप चेन्न	केमेस्ट्री	रवराव	OK
3)	3/2/22	रंगाल काक चेन्न	2310	रवराव	OK
4)	11/2/22	वाश बेसीन चेन्न	दाभलोट	दुटगई	OK
5)	29/2/22	डाल चेन्न	211	लीकेज	OK
6)	7/3/22	बेस पारिप चेन्न	वागो	रवराव	OK
7)	21/3/22	पारिप लारिन हलकी	हलकी	दुटगई	OK
8)	2/4/22	रिडुशर, वाल	मेनलारिन	दुटगई	OK
9)	7/5/22	पारिप लारिन	लारिकेरी	दुटगई	OK
10)	12/6/22	वाल, बेस पारिप	केबिल	रवराव	OK
11)	11/7/22	कमेस्ट्रीन पारिप बोली		रवराव	OK

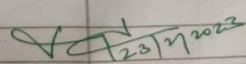
S.No.	Date	Item	Block/Room No.	Reason	Status
1	26/7/22	परिप लार्निंग	गल्लिन	डूट गरि	OK
2	3/8/22	रंगाल काक	प्राडि	रकराव	OK
3	15/8/22	कवेकश परिप	19A-	रकराव	OK
4	18/9/22	परिप लार्निंग चेक	अकाउन्ट	डूट गरि	OK
5	26/9/22	वाल (वाटरडुब)	26A-	रकराव	OK
6	11/10/22	परिप लार्निंग	बकिंग	डूट गरि	OK
7	6/11/22	वाल	पेड्र मेडल	रकराव	OK
8	21/11/22	वाल, कवेकशम परिप लेडिज	लापलेट	रकराव	OK
9	15/12/22	वाल काफ चेक	लापलेट	रकराव	OK
10	2/1/23	वेस परिप, वाल	लॉ आफ्फि	रकराव	OK
11	13/1/23	रिडसर, परिप	जीम लार्नि	रकराव	OK

21/1/23

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Carpentry Maintenance Record

CARPENTRY MAINTENANCE WORK PAGE NO.: DATE: / / 2021-22					
S.No.	Date	Item	Block/Room No.	Reason	Status
1/	21/1/22	टेबल रिपेअर	25N.	दुर्घटना	OK
2/	29/1/22	टेबल रिपेअर	32N.	दुर्घटना	OK
3/	14/2/22	दरवाजे रिपेअर	40, 42, 43	खराब	OK
4/	9/3/22	टेबल रिपेअर	13, 14N.	खराब	OK
5/	7/7/22	बस पार्किंग	पीस	दुर्घटना	OK
6/	10/8/22	बस दरवाजे	40, 41, 42, 43	खराब	OK
7/	8/11/22	2 टेबल	8 No		OK
8/					
9/					
10/					


 23/11/2022
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Water Tank Cleaning Maintenance Record

PAGE NO. :
DATE: 20/2/22

WATER TANK CLEANING (S)

S.No.	Date	Steps	Water Points	Status
1	18/8/21	Water tank cleaning	campus	Complete
2	15/11/21	Water tank cleaning	campus	Complete
3	20/2/22	Water tank cleaning	campus	Complete
4	18/8/22	Water tank cleaning	campus	Complete

Principal
23/7/2023

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IT Maintenance

S.No	Date	Item	Department / Room No	Reason	Status
01	22/9/21	Mouse & keyboard	Fees Counter 37	Not Working	Resolved
02	22/9/21	Connectivity of Career31 Sys	Computer lab	Networking	Resolved
03	22/9/21	Computer Hardware	Botany	Not working	Resolved
04	23/9/21	Computer	Commerce 12	Boot/Not Start	Resolved
05	23/9/21	Keyboard	Computer lab	Not working	Solved
06	23/9/21	Cartridge Refilling	Zoology	Printer	Solved
07	23/9/21	Netgear wifi internet Access point	Room No 12 - 22	Internet	Solved
08	24/9/21	PC is not working	Biotechnology	Hardware	Resolved
09	24/9/21	Computer not working	Accounts Section	Display	Solved
10	24/9/21	Printer	Room No 35	Paper Jam	Resolved
11	24/9/21	PC not working	Biotechnology	Boot not properly	Resolved
12	24/9/21	Printer	Room No 35	Installation	Solved
13	24/9/21	Data Sharing	Fees Counter 37	Networking	Resolved
14	25/9/21	Software	Commerce 12	Install	Solved
15	25/9/21	Technical Problem in Computer	Room 35	Booting process	Resolved
16	25/9/21	Mouse, keyboard & Scanner	Admin	Hardware	Resolved
17	27/9/21	Printer	Computer Department	Refilling	Resolved
18	27/9/21	Computer System	Chemistry	Display	Resolved
19	27/9/21	PC not working	Room No. 35	Hardware	Resolved
20	27/9/21	Software Microsoft team	Physics	Software	Solved
21	27/9/21	PC camera	Zoology	camera	Solved
22	27/9/21	Webcam	Computer lab	Camera	Solved
23	27/9/21	C Printer	Computer lab	Print	Solved
24	28/9/21	Internet	Physics	Network	Resolved

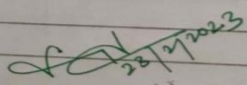
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 28/9/21

Generator Maintenance Record

PAGE NO. : _____
DATE: 11/2021-22

GENERATOR MAINTENANCE

S.No.	Date	Work	Inspector Name Reason	Status
1)	11/8/21	ऑरिजनल बिस्तर	20210	change
2)	8/11/21	केबल काट		change
3)	2/17/22	MCCB	20219	change
4)	2/9/22	केबल -		complete


 22/2/2023
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