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.
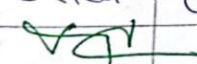
F) IT Policy:-

- 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.

2022-23

CIVIL WORK MAINTENANCE

S.No.	Date	Item	Block/Room	Reason	Status
1	16/7/2022	वॉटर बेसीन टोटी	22 No.	खराब होना	OK
2.	12/8/2022	ग्लास फैन के लिए होल होना	18 N. Room		OK
3	14/8/2022	क्वार्डर पेंटिंग	1 To 11	पेन्ट खराब	OK
4	16/8/2022	पेंटिंग	सिलिंग	खराबी	OK
5	2/9/2022	फर्श रिपेअर	24 No.	खराब	OK
6	4/9/2022	टाइल्स छत	टाइल्स	पानी टपकना	OK
7	6/9/2022	Room No.20 खिड़की	20 No.	टूट गयी	OK
8	8/9/2022	पेन्टिंग	11 No.	दिवार खराब	OK
9	10/9/2022	प्लास्टर वाली	co. Room.		OK
10	12/10/2022	दिवार रिपेअर	No.02	प्लास्टर	OK
11	16/10/2022	पेंटिंग	No.01	नहीं है	OK.
12	18/10/2022	पेंटिंग	No.11	खराब	OK

CIVIL WORK MAINTENANCE

S. No	Date	Item	Block/ Room	Reason	Status
1	19/11/22	पेंटिंग	R.N. 05	खराब	OK
2	22/11/22	पेंटिंग	R.N. 26	खराब	OK
3.	1/12/22	पेंटिंग	R.N. 36	खराब	OK
4.	3/12/22	टाईल्स	R.N. 29	टूट गयी	OK.
5.	4/12/22	टाईल्स	R.N. 30	टूट गयी	OK.
6	1/1/23	रिपेरिंग	R.N. 63	रिपारखम्म	OK
7.	3/1/23	पेंटिंग	R.N 02	खराब	OK
8.	2/2/23	फुर्श खराब	R.N. 1	खराब है	OK.
9.	1/3/23	पेंटिंग	R.N. 2	खराब	OK.
10.	10/3/23	पेंटिंग	R.N. 8	खराब	OK.

PRINCIPAL
Career College
Govindpura, Bhopal

ELECTRIC MAINTENANCE RECORD

2022-23

Electric WORK. MAINTENANCE

S. No.	Date	Item	Block/ Room.	Reason	Status
1.	17/7/22	LED चेंज	रूम. 24,26	खराब	OK
2.	18/7/22	M.C.B	रूम. 13, 15	खराब	OK
3.	1/8/22	पंखा	रूम. 03	खराब	OK.
4.	3/9/22	पंखा	रूम. 23	खराब	OK.
5.	18/9/22	वायरिंग	रूम. 28.	खराब	OK.
6.	22/9/22	बोरिंग मोटर बाइंडिंग		खराब	OK.
7.	1/10/22	पंखे रिपेरिंग	रू. 6,35	खराब	OK.
8.	23/10/22	LED चेंज	रूम 6.	खराब	OK.
10	1/11/22	LED चेंज	रू 9,29	विधुत कट.	OK.
11	2/12/22	पंखे	रू. 13,18	खराब	OK.

PRINCIPAL
Career College
Govindpura, Bhopal

PLUMBER MAINTENANCE RECORD

PLUMBER MAINTENANCE WORK.

S. No.	Date	Item	Block/ Room	Reason	Status
1	15/1/22	नल चेंज	साईंस ब्लॉक	खराब	OK.
2.	18/1/22	वॉश पाइप चेंज	केमेस्ट्री	खराब	OK.
3.	23/2/22	संगलवाल चेंज	23 No.	खराब	OK.
4.	11/3/22	लेयरिंग	टायलेट	टूट गयी	OK.
5.	1/4/22	नल चेंज	2 No.	लीकेज	OK.
6.	3/5/22	पाइप लाइन	छत पे	टूट गयी	OK.
7	18/6/22	निड्वास वाल	टायलेट	टूट गयी	OK.
8.	9/7/22	पाइप लाईन	लाईब्रेरी	खराब	OK.
9.	1/8/22	वाल, वॉश	पेंट्रिज	खराब	OK
10.	18/9/22	कनेक्शन पाइप	बॉटनी	खराब	OK.
11	1/10/22	नल चेंज	21, 18	खराब	OK.

2022-23

PLUMBER MAINTENANCE WORK.

S. No.	Date	Item	Block/ Room	Reason	Status.
12	2/12/23	पाइप लाइन	गार्डन	इंट गयी	OK.
13.	9/1/23	रंगाल ब्लॉक	आफिस	खराब	OK.
14	1/2/23	कनेक्शन पाइप	19 No.	खराब	OK.
15.	13/2/23	वाल	स्टूडेन्ट	इंट गयी	OK.
16.	1/3/23	पाइप लाइन	फ्रंट मेन्टल	खराब	OK.
17.	6/3/23	नल चोंच	टायलेट	खराब	OK.
18.	8/3/23	वाल चोंच	गौथ लॉबी	खराब	OK.

CARPENTARY MAINTENANCE RECORD

CARPENTARY MAINTENANCE P

SNo.	Date	Item	Block/Room No	Reason	Status
①	21/7/22	नये दरवाजे	15,16,18	टूटी हुई	OK
②	29/8/22	2 टेबल	8 No	टूटी हुई	OK
③	14/10/22	टेबले रिपेअर	13,14 No	खराब	OK
④	9/12/22	टेबले रिपेअर	32 No.	टूटी हुई	OK
⑤	7/2/23	दरवाजे रिपेअर	40,42 No	खराब	OK
⑥	10/3/23	टेबले रिपेअर	25 No.	टूटी हुई	OK
⑦	8/4/22	नया फर्नीचर	फीस काउन्टर	नयू	OK
⑧					

PRINCIPAL
Career College
Govindpura, Bhopal

WATER TANK CLEANING MAINTENANCE RECORD

2022-23

WATER TANK CLEANING

S.No.	Date	Item	Water points	Status
1	24/8/22	Water Tank cleaning	Campus	Complete
2	20/9/22	water tank clean	Campus	Complete
3	15/10/22	water tank clean	Campus	Complete
4	18/11/22	water tank clean	Campus	Complete
5	24/12/22	water tank clean	Campus	Complete
6	25/1/23	water tank clean	Campus	Complete
6	20/2/23	water tank clean	Campus	Complete
7	17/3/23	water tank clean	Campus	Complete
8	21/4/23	water tank clean	Campus	Complete
9	16/5/23	water tank clean	Campus	Complete

PRINCIPAL
Career College
Govindpura, Bhopal

Generator Maintenance Record

2022-8

GENERATOR MAINTENANCE

S.No.	Date	Item	Reason	Status
1.	1/8/22	केबल	खराब	Complete
2	12/11/22	MCCB		change
3.	5/1/23	केबल फाल्ट	खराब	change
4.	6/4/23	आईल फिल्टर		change.

PRINCIPAL
Career College
Govindpura, Bhopal

IT Maintenance

IT MAINTENANCE

S.No.	Date	Item	Dept/Room No.	Reason	Status
1	4/7/2022	Internet	physics	Network	Resolved
2	5/7/2022	printer	Computer	print	Solved
3	5/8/22	webcam	Computer Lab	Camera	solved
4	6/8/22	PC Camera	Zoology	Camera	solved
5	8/8/22	Software Micro team	physics	Software	Solved
6	12/8/22	PC not working	Room No. 35	Hardware	Resolved
7	20/8/22	Computer System	chemistry	Display	Resolved
8	21/8/22	printer	Computer Dept.	Resilling	Resolved
9	22/8/22	Mouse, keyboard & Scanner	Admin	Hardware	Resolved
10	23/8/22	Technical problem in C.	Room 35	Body pro.	Resolved
11	24/8/22	Software	Commerce 12	Install	Solved
12	27/8/22	Data sharing	Fees Counter	networking	Resolved
13	25/8/22	printer	Room no. 35	Installation	Solved
14	26/8/22	PC not working	Biotechnology	But not properly	Resolved
15	2/9/22	printer	Room no. 35	Installation	Solved
16	3/9/22	Computer not working	Account section	Display	solved
17	5/9/22	PC is not working	Biotechnology	Hardware	Resolved
18	5/9/22	internet access point	Room no 12.22	Internet	Solved
19	6/9/22	Cartridge Resilling	Zoology	printer	Solved
20	7/9/22	keyboard	Computer Lab	not working	Solved
21	7/9/22	Computer	Commerce	Boot not start	Resolved
22	8/9/22	Computer Hardware	Botany	not work	Resolved
23	9/9/22	Connectivity & System	Computer lab	Networking	Resolved
24	9/9/22	Mouse & keyboard	Fees Counter	network	Resolved