NETAJI SUBHASH ENGINEERING COLLEGE

Techno City, Garia, Kolkata – 700 152

Institute Policy on Maintenance of Campus Infrastructure

1. Principles of Infrastructure Maintenance

Maintenance of institute infrastructure means monitoring, servicing, and facilitating upkeep of the instruments, equipment, gadgets, functional space, institute building, etc. to make it operational with or without the external help of professionals. The policy for the maintenance of infrastructure depends on (a) the type of infrastructure, (b) the nature and frequency of its occupancy or utilization, (c) functional life and durability, (d) functional essentiality, and (e) the price of an item.

2. Classification of Maintenance

2.1. Class I: In-house Maintenance

Institute infrastructure is expected to be serviced daily by the department or the user group by its staff. The nature of maintenance is routine (daily or periodical) cleaning, lubrication of bearings, checking the power supply, and testing its operational fitness. It also includes minor repairs within small budgets. Log books are to be maintained.

2.2. Class II: Maintenance requiring external help for small repairs

Dysfunction of infrastructure that requires low expenditure for repair can be initiated by the HOD or the in charge with prior permission of the Director. The work can be assigned to local or empanelled service providers.

2.3. Class III: Maintenance Contract

For expensive and hi-tech equipment or expensive construction/fabrication AMC (annual maintenance contract) is to be adopted with the suppliers at the time of procurement. The duration of the contract period will be decided by the management. On expiry of AMC, the maintenance contract may be renewed when recommended by the department/user group.

2.4. Class IV: Outsourced Maintenance

For items or groups of items, whose maintenance requires considerable manpower and expertise, such as maintenance of sports complexes, general purpose gadgets, etc. management may decide to outsource their upkeep and maintenance.

3. Institute Internal Maintenance Facilities

For routine maintenance and supervision of maintenance and repair work, the institute will establish an Institute Maintenance Cell (IMC) with different sections to look after all general purpose and common assets of the institute. Apart from in-house maintenance, the cell will supervise maintenance work by external agencies. The cell will be under the direct control of the Director or Principal assisted by the Administrator or section in charge (SIC). The main function of the cell is to supervise the day-to-day maintenance work of the items under consideration. Director / Principal may take the help of experts from teaching departments for technical advice and assistance. Different sections of the cell are:

3.1. Computer Maintenance Section

JURISDICTION: Maintenance of all computers and peripherals, Wi-Fi, internet, software, virtual laboratories and classrooms, smart classrooms, surveillance (CC TV camera and networking), etc. on receipt of complaints from user departments/sections. The SIC will report to the Principal.

3.2. Estate Maintenance Section

In charge of different subsections will report to the Principal through the Administrator. Subsections of Estate Maintenance are:

(a) Civil Engineering Works

JURISDICTION: Building maintenance, repairs, painting, furniture, etc.

(b) Hygiene and Sanitation

JURISDICTION: Maintenance of campus hygiene and cleanliness, drainage system, waste disposal, etc. There will be designated staff stationed in each department to look after departmental hygiene issues under the supervision of the HODs.

(c) Gardening and Horticulture

JURISDICTION: Gardening, tree plantation, beautification of the campus.

(d) Environmental Wing

JURISDICTION: Rainwater harvesting, sustenance of green campus activities, and adoption of green technology.

3.3. Electric Section

JURISDICTION: Electric substation, campus electrical wiring and installations, lights, fans, diesel – generator set.

3.4. General-Purpose Assets

JURISDICTION: Maintenance of all other assets not covered so far, such as drinking water, lift, fire service, photocopier, telephone, etc.

4. Categorization of Equipment, Scope of Maintenance and Responsibility

4.1. Category I: Academic Tools, Equipment and Essential Academic Support Systems

4.1.2. SCOPE: Maintenance, functioning, utilization and documentation of all laboratory equipment, computers, library books, and pedagogic tools like projectors, laptops, microphones, etc. located in the departments.

4.1.3. RESPONSIBILITY: Routine maintenance including the arrangement of servicing and repair by empanelled service providers will be taken up by the HOD with the approval of the authority. In extreme cases off of equipment may be initiated by him/her. HOD shall render all support to the internal Audit Committee for stock verification.

4.1.4. Essential academic support systems include classrooms, seminar rooms, and laboratories. Upkeep of these along with upkeep of the department in general, is the responsibility of the Group D staff under the control of the HOD. Upon receipt of a report from the department, the administration will arrange for repair or refurnishing of these spaces under Estate Maintenance.

4.2. Category II: Support Systems which are not related to Academics but Essential

4.2.1. SCOPE: These are gadgets like drinking water facilities, washrooms, lights, fans, air conditioners, furniture, etc. located on the campus.

4.2.2. RESPONSIBILITY: Actions for their repair or replacement will be taken up by the appropriate wing of IMC (Estate Maintenance / Electric Section) on receipt of a complaint from the HOD/user group.

4.3. <u>Category III</u>: General Purpose Campus Infrastructure – Essential or of Aesthetic Values

4.3.1. SCOPE: All items like cars, institute ambulance, Diesel Generator set, Power Supply interface (substation), pump set, maintenance of gardens and horticulture, etc.

4.3.2. RESPONSIBILITY: Different sections and subsections of IMC will look after the status of maintenance and upkeep of these items, and organize their repair or replacement with due approval from the authority. Internal audit and writing off of items will be carried out as per the laid down procedure.

4.4. <u>Category IV</u>: Facilities and Appliances Related to Sports and Extra Curricular Activities

4.4.1. SCOPE: Sports items indoor and outdoor games and activities, playground, etc.

4.4.2. RESPONSIBILITY: IMC, on recommendation of the Faculty- in in-charge (FIC) of Sports and games will be responsible for taking appropriate measures.

4.4.3. Student Common rooms, and sports complex are maintained under the supervision of the Administrator.

4.5. <u>Category V</u>: Central Facilities – Academic and General

4.5.1. SCOPE: It includes all utility and service equipment or installations.

4.5.2. RESPONSIBILITY: All central facilities are under the direct control of the Principal, who is responsible for supervising their utilization and functioning with the help of relevant committees/officials.

4.5.3. Two categories of Central facilities are (a) Academic facilities and (b) Institute functional facilities /General facilities.

4.5.3.1. (a) Academic Facilities.

All computers and peripherals shall be maintained centrally. Location and utilization wise they are normally under the day-to-day supervision of the users/user department/section. On receipt of the complaint central computer maintenance will attend to the problem and repair them. Replacement needs approval from the Director / Principal.

4.5.3.2. Photocopiers are also maintained under the supervision of the Administrator.

4.5.3.3. Virtual Infrastructures

The expensive and vital virtual infrastructures of the institute, such as Wi-Fi and internet facilities, different software, virtual laboratories and virtual classrooms, will be

maintained by the computer maintenance section, guided by the Institute IT Policy. The website shall be maintained by a Faculty- Web-Administrator assisted by a few other faculty and staff. E-inputs (and inputs in hard copies) shall be received from institute-authorized persons like HODs, Academic Committee Conveners, Librarians, Administrators, etc. for uploading and making the website updated with authentic information. E-journals and other similar facilities shall be maintained by the Librarian under the direct supervision of the Chairperson of the Library Committee.

4.5.3.4. (b) General Facilities

Telephone, air conditioners, elevator, fire safety system, diesel generator set, pump–motor set, etc. shall be maintained under the direct control of the Principal assisted by the Administrator. Some of these items are usually covered under AMC.

5. Documentation

5.1. Stock Registers

All equipment, instruments, gadgets, assets, small or big items, consumables, etc. are required to be mandatorily taken into respective stock registers immediately after their delivery by the suppliers/procurement, wherein the following entries will be made: (a) classified serial no, (b) purchase order no. and date, (c) description of items, (d) manufacturer, (e) cost, (f) date of acquisition, (g) testing with satisfaction (when applicable), (h) calibration or standardization date, (i) location, (j) remarks/observations (such as AMC details or repair frequency/status), (k) signatures of the authorized persons like faculty, HOD / Section–in-charge (SIC). Stock Registers are to be kept in the custody of the HOD / SIC and produced before the Audit Committee for stock verification when asked for.

5.2. Utilization Registers

All costly equipment for inter-disciplinary use or general-purpose items like audio-visual equipment, must be recorded in a separate register for keeping information about its utilization. The HOD / SIC will be responsible for the maintenance of such records. It will help the Management for future planning as regards procurement of identical equipment or devices.

5.3. Empanelling of Repair and Service Providers

Institute Management likes to go for AMC, as a policy matter, during the purchase stage itself. HODs / SICs / Administrators are advised to empanel service providers who are ready to take up jobs of repair and servicing of equipment under consideration.

6. Audit and Assessment

6.1. Internal Audit / Stock Verification

A Management committee headed by a qualified Auditor will carry out stock or asset verification of the institute every two years. The respective department or section will be associated with the team during the committee's visit. The committee will not only take stock of the assets but also examine their effective utilization and functional conditions. Stock verification in the central library is to be done annually.

6.2. Write off Committee

Write-off Committees will consist of a BOG nominee (a senior Faculty) as the Chairperson, the HOD / SIC of the concerned department/section as a member, the Administrator as a member, and one external specialist. On receipt of a report from the HOD / SIC about the irreparability and non-functioning of idle equipment or items, the Committee will examine/test the item, and recommend to the institute for taking decisions about their disposal, if found unserviceable. The procedure will be recorded and kept under the custody of the Principal with copies to respective HOD / SIC. Obsolete equipment even though functional can be disposed of similarly. BOG shall be informed about writing off of items.