Prahladrai Dalmia Lions College of Commerce & Economics

Policy Title: **Infrastructure and Maintenance Policy**

1. Introduction

Prahladrai Dalmia Lions College of Commerce and Economics has a policy to grant state-of-the-art infrastructure and amenities in accordance with the programmes delivered from time to time for high-quality education and learning. The Institution has an established system for maintenance and utilization of Classrooms, Library, Auditorium, Gymkhana, Play Ground, Computers, Equipment and Laboratories in the college premises. Therefore, the institution has laid down certain policies and procedures for effective utilisation and maintenance of infrastructure.

2. Objectives

- To improve the infrastructure in order to enhance the institution's prospects for growth.

- To Provide assistance to develop the institution's ICT capabilities and infrastructure.

- To provide Space for teachers and students, with an adequate temperature, ventilation, and lighting, with water, electricity, and Internet services, as well as sanitary services

3. Role

The institution seeks to make available superior infrastructure facilities for students as well as the faculty members to ensure efficient teaching and a wholesome learning process.

4. Process / Procedure

- **Classroom** – Classrooms of diverse capacities meet prerequisites of UG and PG courses. Allocation of classrooms for lectures is done with the consultation of the Vice Principal and inputs of the Subject heads. All classrooms are equipped with LCD projectors. Seventeen classrooms have amplifier speaker units which aid in Audio Visual learning.

- **Laboratory** – Allocation of time slots of computer and language Laboratories is done in consultation with the Core-Faculty, Co-ordinators and the Vice Principal. The institution makes certain that the all the equipment and systems are up to date to ensure hassle free learning and teaching for the learners and teachers. The prerequisites to update IT software and systems are sanctioned by the Principal.

- **Auditorium** - Allocation of utilisation of auditorium is done based on the importance of the program and purpose for which the auditorium is to be used. Proper records of the utilisation of the auditorium are maintained by admin staff.

- **Library** –The institution has one computerized Spacious library equipped with Koha Software,reference books, eBooks and journals available for the perusal of the students as well as the teachers. Annual maintenance contracts are made for the Koha software used in the library. **Policies related to utilisation of library resources such as issuing books for home reading; online resources; resource centre are framed**

in consultation with the Co-ordinators, Chief Co-ordinator, the Vice Principal and Librarian.

The following rules are followed to ensure safe handling and maintenance of books, journals and documents:

a) Shelves should not be fully packed.

b) Huge volumes need to be kept flat.

c) Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and cause chemical and biological problems.

d) Cleaning should be done regularly and carefully.

e) Books, journals and documents materials should be placed in a dust free, temperature and humidity-controlled place.

f) Timely pest control is to be done to avoid any damage caused by pests.

- **Gymkhana and Other Facilities**-Equipment for sports and other activities may be acquired by the SportsDirector / In-Charge in consultation with the Principal as per the budgetapproved by the management. All major purchases are sanctioned through the purchase committee.

5. Maintenance Policy

Classrooms with furniture, teaching aids and laboratories are maintained by the appointed administrative staff. Minor repairs are registered in a register maintained in the office and are attended on priority basis. The college continuously strives to upgrade and maintain college infrastructure and equipment's.

All equipment maintenance is covered under annual maintenance Contract awarded to various vendors. These equipments include computers, air conditioners, Lift, CCTV, telephones, software etc. The maintenance work is carried out by experts in the field. In addition to external experts, the college also has Inhouse Computer Service person covered by Computer AMC provider who looks after the day to day Computer maintenance.

House-keeping contract has been given to an agency who looks after the cleanliness and hygiene in the college.

Fire extinguishers are placed on every floor and specially in the high risk places like Canteen and regular maintenance of the same is done.

The Registrar looks after the upkeep of the infrastructure and equipment with the help of office staff. In case any equipment like computers, printer, cooler, lights etc. are not working the users will make a formal complaint in writing in a Register giving details of the fault to the Registrar. The Registrar will then direct the caretaking staff member to contact the technical staff to look into the faults. The technical staff will submit a detailed report of the fault. A quotation is submitted for replacement of part. The Registrar then forwards the quotation to the Principal who forwards the same for sanction of management. Once the quotation is sanctioned the technical staff is informed either in writing or orally to proceed with the repairing work. Once the work is completed the full time staff will inspect the work done and inform the Registrar and Principal about the completion of the work. The Invoices are raised and the same are forwarded to the accounts department for issue of cheque / online transfer to the service provider.

Library Maintenance: Proper lighting and ventilation is done near book shelves as well as reading hall. Regular dusting and cleaning is done by the Staff. Pest control is carried out to increase the life of resources in library. Furniture and fixtures are repaired as per the requirement.

Classroom Maintenance: As regarding utilization of facilities every classroom in the college is fitted with LCD projector. 17 classrooms are fitted with Amplifier cum speaker unit which facilitate in PPT presentations and other Audio visual ways of learning including playing videos.

Auditorium: The college has an auditorium which is also used for Seminars and Conferences . A large number of college programs are held in the Auditorium. Professors who wish to use the Auditorium have to give a requisition letter giving the details of the program, date time etc. Based on the requisition the same is sanctioned by the principal. The details of the program along with date and time are to be mentioned.

6. Policy details

Policy Prepared on: 21 June 2021

Revised on: 22 March 2023

Revision No: 01

Policy No: DI/ PO-IM /01

Policy Approved by IQAC :

IQAC Chairperson & I/C Principal : Dr. Kiran Mane

(Name and signature)

Date : 22 March 2023

College Seal :