

## INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
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Title	INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

## INTRODUCTION

Maharani Lakshmi Ammanni College for Women, Autonomous, offers multidisciplinary programs catering to the varied academic interests of a large number of girl students. The college provides an environment that is conducive to learning and is aimed at meeting the changing requirements of a diverse group of students in higher education.

The college infrastructure plays an important role in enhancing learner experiences and contributes to a vibrant campus experience. This policy provides guidelines for periodic upgradation and maintenance to ensure that the infrastructure is optimally and effectively utilized towards enabling quality education.

## OBJECTIVES:

- To provide an ambience for holistic learner experiences
- To meet the infrastructure requirements stipulated by statutory bodies
- To provide a framework for upkeep, upgradation and maintenance of infrastructure

## COMPONENTS OF INFRASTRUCTURE

Building and Physical centres including Furniture and Fixtures	Laboratories, Research centres and academic centres	IT Infrastructure
Library	Museum	Sports infrastructure

## INFRASTRUCTURE MAINTENANCE COMMITTEE:

- Finance Officer – Coordinator
- Maintenance Engineer
- System Administrator
- Faculty in-charge
- Office assistants – 2

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Principal

Maharani Lakshmi Ammanni College  
for Women, Autonomous  
Science Post, Bangalore - 560 012

## GUIDELINES FOR UTILIZATION AND MAINTENANCE OF INFRASTRUCTURE

### I. Utilization and Maintenance of Buildings and Physical centers including furniture & fixtures

#### Components of Physical centers

Classrooms	Auditorium	Administrative Office	Reception	First-aid room	Wash-rooms
Staff rooms	Seminar Hall	Examination centre	Students Lounge	Canteen	

The Overall maintenance of the college infrastructure including the buildings and the garden, shall be carried out as follows:

- The Infrastructure Maintenance Committee shall be entrusted with the responsibility of taking adequate measures for the maintenance of the physical centers.
- The committee shall facilitate the following activities:
  - ❖ Periodic whitewashing of the exterior (every two years) and interior of the building (once a year)
  - ❖ Regular plumbing works, rectifying leakages in pipe lines
  - ❖ Provision of uninterrupted clean water facility
  - ❖ Maintenance of generator and other electrical items
  - ❖ Provision of clean and hygienic environment on the whole campus
  - ❖ Maintenance of signages, parking area and all other open spaces
  - ❖ Provision and maintenance of appropriate infrastructure facilities (such as ramps, toilets, furniture etc.) for persons with disabilities.
  - ❖ Installation of fire extinguishers at appropriate places and their maintenance
- To ensure health and hygiene in the campus, the college shall have an Annual Maintenance Contract for pest control, water tank cleaning, drinking water purifier and sewage pipes cleaning
- Procurement of any civil engineering/electrical/plumbing material for an amount exceeding Rs. 1 lakh shall be allowed only after calling for e tenders / quotations (minimum 3), preparation of comparative statement, selection of an appropriate vendor, approval by Principal and mLAC Trust. Procurement of the same for an amount less than Rs.1 lakh shall be approved by the Principal and Finance Officer.
- The Heads of Departments shall be responsible for proper utilization and maintenance of the classrooms/smart classrooms, staff rooms, equipment, furniture, department labs, and department libraries. They shall ensure that the classrooms have adequate furniture, functional fixtures (such as black board / white board, LCD projector & screen etc.), sufficient lighting, multiple electrical

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points, and uninterrupted electrical and internet facility.

- The Administrative Officer / Office Superintendent shall be responsible for the utilization and maintenance of the administrative block, reception, reprography room, accounts & fee room. She / he shall ensure that the facilities have adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.
- The Controller of Examination shall be responsible for the utilization and maintenance of the examination center. She / he shall ensure that the facility has adequate furniture, functional fixtures (such as white board, computers, printers, scanners, LCD projector & screen, safe vaults, storage lockers etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.
- The IQAC shall be responsible for the cleanliness, hygiene and safety of the first aid facility, canteen and wash rooms.
- For maintenance/ repair / replacement of any of the above furniture and fixtures, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.
- All furniture, black /white boards, smart class rooms, LCD/Overhead Projectors and Podium in the classrooms and labs must be utilized for academic and research pursuits only.
- Auditorium, Seminar Hall, AV Room along with their furniture, fixtures and equipment shall be utilized with prior permission of the Principal. The Infrastructure Maintenance Committee shall be responsible for the maintenance of these facilities.
- Stock Register/Log Book must be maintained by each of the departments, administrative office and examination center. Annual Stock Verification shall be undertaken with the help of a committee constituted for this purpose.

## II. Utilization and Maintenance of Laboratories, Research centers and Academic centers

Science Labs	Humanities & Other Labs and Academic centers
Physics	Psychology
Chemistry	Journalism
Mathematics	English Language
Botany	Business Lab
Zoology	ED Centre
Biochemistry	UGC Resource Centre
Biotechnology	Kannada Research Center
Microbiology	Life Science Research Center
Bioinformatics	
Computer Science	

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- The Laboratories, research centers and academic centers shall be used exclusively for academic and research purposes
- The HoDs / research center coordinators shall be responsible for proper utilization and maintenance of the facilities which shall include equipment, furniture and books/journals. They must ensure that the facilities have adequate furniture, functional fixtures (such as black board / white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.
- For maintenance/ repair / replacement of any of the above furniture and fixtures, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee. *For repairs / maintenance of equipment please refer to the Laboratory Maintenance Policy*

### **III. Utilization and Maintenance of IT infrastructure**

- The systems administrator shall be responsible for the appropriate utilization and maintenance of the IT facilities which includes:
  - ❖ Desktops, laptops and tabs
  - ❖ Software and hardware components
  - ❖ LCD projectors, screens and related accessories
  - ❖ Internet facility with related accessories
  - ❖ Servers, Printers, Scanners
  - ❖ CCTV, Biometric equipment etc.
- A well designed time-table shall ensure optimum utilization of IT infrastructure
- Stock Register shall be maintained, updated and verified annually by the Systems Administrator.
- Internet and Wi-Fi facility for the entire campus shall be monitored on a regular basis by the Systems Administrator

### **IV. LIBRARY**

The Chief / Assistant Librarian shall be the custodian of the College Library and shall ensure appropriate utilization and maintenance of the information resources available therein.

- The Library shall function from 8am to 6pm on all working days and the record of daily users shall be maintained in a log book.
- The Chief Librarian shall be responsible for proper utilization and maintenance of the learning resources which shall include books/journals, computers, scanner, photocopier and wi-fi facility. She / he shall ensure that the Library has adequate furniture, functional fixtures (such as white board, LCD projector & screen etc.), sufficient lighting, multiple electrical points, and uninterrupted electrical and internet facility.
- In order to ensure an academic ambience, cleanliness and hygiene in the library shall be given utmost priority.

*Sheela*  
**Principal**  
 Maharani Lakshmi Ammanni College  
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- To facilitate users' access to library resources, the books shall be organized subject-wise and shelved with clear labelling and numbering systems. Online and offline catalogues shall be updated with every new procurement. Stock Register shall be maintained and verified annually by the committee appointed by the principal.
  - Books other than reference books shall be issued to the users for a period of 10 days. Reference books shall be issued for 2 days
  - Access, issue and return of the books shall be under the careful vigilance of the Assistant Librarian. Library shall maintain Accession Register, Circulation Register, Fine Register, Gate Entry Register. Data relating to missing Books, No Dues, E- Journal usage shall be maintained.
  - Any person caught marking, defacing or mutilating books or any other library material shall be responsible for replacing the same.
  - Photo copiers, computers and scanners shall be serviced periodically through AMC and/or call basis.
  - For maintenance/ repair / replacement of any of the furniture and fixtures in the library, the matter shall be communicated in writing / through mail to the Infrastructure Maintenance Committee.
  - Stock verification:
- ❖ For books / journals / information resources funded by UGC or any other Government body, the General Financial Rule 194 shall apply.
  - ❖ For books / journals / information resources funded by the college, the stock verification guidelines shall be as follows:
    - ✓ More than 1,00,000 volumes – random sample physical verification (to the extent of 10%) shall be undertaken every year. If such sample verification reveals losses up to 10% of the sample chosen, 100% physical verification shall be undertaken.
    - ✓ 50,000 volumes to 1,00,000 volumes – 100% physical verification every two years. Less than 50,000 volumes – 100% physical verification every year
      - Loss of five volumes per one thousand volumes of books issued in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

#### V. mLAC Museum

The college museum which is a repository of the historical events of Maharani Lakshmi Ammanni College for Women is a unique initiative intended to provide insights into the journey of the college since inception. The IQAC shall be responsible for the utilization and maintenance of the museum.

The following guidelines shall be followed for the appropriate utilization and maintenance of the museum

- The museum shall be open to visitors from Monday to Friday, 11 am

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- A visit to the museum shall be organized for every new batch of students and newly recruited employees of the college.
- To ensure safety and security, not more than 8 visitors shall be allowed at a time inside the museum. The faculty / student guiding the visitors shall ensure that the walls and display items are not touched / mishandled.
- In order to maintain the sanctity of the museum, clean and dust free environment shall be enabled.
- Updating of information in the museum shall be undertaken once every six months. The process shall be carried out without disturbing the unique visual appeal and aesthetics.

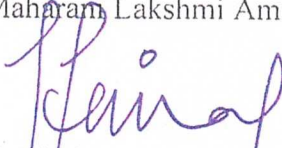
## VI. Maintenance of Sports Infrastructure

The Physical Education Coordinator is the complete in-charge of the proper utilization and maintenance of the Sports infrastructure which consists of playground, indoor sports room, gymnasium and sports equipment.

The following guidelines shall govern the utilization and maintenance of the sports infrastructure

- Regular practice sessions for Athletic events such as, Kabaddi, Kho-Kho, Volleyball, Badminton shall be conducted in the playground.
- Regular practices for Shuttle Cork, Chess etc. shall be provided to the students in the Indoor playground / sports room.
- Gym equipment shall be covered by an AMC to always ensure good working condition.
- All sports equipment shall be maintained in good condition by the head of the department of physical education for regular use by the students.
- Stock Register shall be updated with every new procurement or disposal of sports material / equipment
- Annual Stock Verification shall be undertaken with the help of the sports committee.

For Maharani Lakshmi Ammanni College Trust (Regd.)



Sri. K. Jairaj. IAS (Retd.),  
Managing Trustee

**MANAGING TRUSTEE**

Maharani Lakshmi Ammanni College Trust (R.)  
Malleshwaram, Bangalore - 560 012

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