



Infrastructure and Maintenance Policy

Preamble:

An institution needs adequate infrastructure and resources for the achievement of its goals and missions. Equally important is the proper maintenance and optimum utilization of its resources and infrastructure. J.H. Govt. P.G. College, Betul owns and operates an extensive infrastructure to fulfil the teaching, learning and research requirements. These resources are procured both by public contribution and the Madhya Pradesh government's aid for educational institutions. This document provides a management framework and an outline of the allocation of responsibilities to ensure the effective use and maintenance of existing infrastructure facilities.

In order to carry out the task of maintenance and development following measures are taken in this college :

1. Formation of a maintenance committee.
2. Maintenance of classrooms, furniture and laboratories.
3. Maintenance and utilisation of library and library resources.
4. Maintenance and utilisation of seminar halls and auditorium.
5. Maintenance of ICT facilities
6. Feedback
7. Maintenance of sports and games facility
8. Maintenance of campus cleanliness

Formation of a Maintenance Committee

The committee for this purpose is composed of the following:

1. Co-ordinator and three members of the teaching staff and Sports incharge
2. Headclerk as the in-charge of class four



3. Caretaker from class three.
4. Security incharge.
5. Electrician.
6. Plumber.
7. Gardener.

The services of plumbers, electricians, and computer analysts are available round the clock on the campus. An electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by Plumber. The complaints can be registered in the compliance book kept in Construction and Maintenance (C&M) Section.

Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments forward a report to the Registrar periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended to on a priority basis—staff of respective departments monitor the effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also monitored to upkeep the furniture.

Maintenance and Utilisation of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following instructions are provided:

1. Bound volumes are not to be sorted out from their fore-edges, as this process weakens the binding.
2. Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.



3. Dust should not be allowed to deposit on the documents because the collection of dust causes the staining of documents and promote chemical and biological problems.
4. Cleaning and using a vacuum should be done regularly and carefully.
5. Proper pest management is done to minimize the problems caused by insects Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfish. Spread of kerosene oil, DDT or gamaxin powder over the affected area can help in the removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight of the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats and whiteants.

Maintenance and Utilisation of Seminar Halls and Auditorium

Seminar halls and auditoriums are under the purview of the Construction and Maintenance (C&M) Section, and the cleanliness is taken care of by the building committee composed of a coordinating professor and three other teaching members.

Effective utilisation of seminar halls and auditoriums for organising academic meetings, seminars, conferences and cultural events is made. To access the facilities, the organising faculty/staff member submits a requisition form through HOD and the date of the event is registered, and the halls are accessed on a priority basis.

Maintenance of ICT Facilities

On the main campus, a Network Resource Centre with 10 systems is available for the common purpose. The Internet Centre is maintained by IT cell staff members. They are available to maintain the ICT facilities, including computers, websites and servers on the Campus.

Maintenance of Lab Equipments

The respective faculty members, staff, lab assistants and other service personnel are assigned the responsibility of maintaining the equipment under their purview. Stock registers, Goods Received Registers, log books, Bill Passing Register, tools and plant registers are maintained at the respective laboratories to report entries and defects are



considered for rectification. All major repairs are identified, and external expertise is sought for the maintenance of equipment wherever necessary with the permission of the Registrar. Standard operating procedures for all high-end equipment are made available to the users. Users register their entries in the log books, and they are responsible for the safe handling of the equipment. Breakages and repairs, if any, are reported to the Head of the Department or the faculty-in-charge, as the case may be, and suitable measures are taken for the proper functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register, and charges levied based on the cost of the equipment are borne by the students at the end of the year and by the research scholars at the culmination of the course programme. The condemned/obsolete items are discarded as per the procedure after getting the report, and the same is entered in the stock register. An annual maintenance contract (AMC) is sustained for the maintenance of high-end equipment and high-end servers and computers.

Feedback

Under this, every year, the feedback and suggestions of all the stakeholders, students, employees, alumni and parents are taken as well as keeping in mind all the resources that the college needs at present, the infrastructure and development committee has been formed in the college whose structure is as follows, there is a convener and a student representative as a member, female professor, two and three other college academic Staffs class three and class four employees.

The committee considers the suggestions received from the stakeholders and tries to provide those facilities according to the resources available to them. There are some suggestions which require more expenditure for which demand is made at the government level through which the college is funded every year the following work is done.
