



**Shree R. P. Arts, Shree K. B. Commerce and Smt. B. C. J. Science College  
Khambhat**

**Maintenance Policy**

**Policy Statement:**

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

**Objectives:**

- To maintain equipment and amenities in laboratories in proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the campus.

**Maintenance Procedure:**

The 83 acres college campus with sound infrastructure installations and equipment is maintained by the estate office. The Estate office has policies to carryout both preventive and post maintenance activities. The college has well-

established machinery for the maintenance of Campus facilities; Regular preventive maintenance is carried out by the Estate office. Regular checking of electrical supply, water-installations, equipment, and sewage and garbage disposal takes place in the college. The Estate office looks after all the maintenance requirements in the college. The Estate officer is assisted by electrical supervisor, civil supervisor, electricians, carpenter, and plumber, a team of sanitary workers, campus workers, sweepers and gardeners. Along with the Estate officer, various committees have been formed for maintaining and utilizing physical and academic facilities. Adequate budget is also allocated for annual maintenance of college infrastructure. The management has appointed a computer instructor to maintain major ICT instruments.

## **Academic Facilities:**

### **Laboratories**

- The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers.

### **Class Rooms**

- The estate office periodically checks the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.

- The in-charge will resolve the problem through the Head of the Institute following the internal operating procedure.

### **Library**

The Librarian and the team of support staff look after the maintenance of the library books, journals, periodicals, furniture etc. The librarian coordinates with the Estate officer to ensure that maintenance is done regularly.

### **Computer and ICT Facilities**

- Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is resolved through outsourcing agency.
- Fiber Optic cable issues are maintained with the support from vendor.
- Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.
- The college has a comprehensive policy regarding services, data and network security. In order to minimize e-waste, computers are serviced and updated periodically through outsourcing agencies.

### **Maintenance of Infrastructure(Building):**

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.
- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.

- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Fire extinguishers have been put at necessary places for fire safety, which are reviewed annually by external agency.

### **Electrical Systems Maintenance:**

Maintenance of any electrical item is looked after by the estate office with the help of external agency.

### **Sports And Games Facilities:**

The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director.