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MAINTENANCE AND IMPROVEMENT POLICY & PROCEDURE

1. Purpose of the Policy

The **Maintenance and Improvement Policy** of the college is designed to ensure that all physical infrastructure, equipment, and facilities are kept in optimal working condition, and that any necessary upgrades or improvements are carried out systematically. This policy helps maintain a safe, clean, and conducive learning environment for students, staff, and faculty while ensuring efficient use of college resources.

The key objectives of this policy include:

- Ensuring timely maintenance of college infrastructure and facilities.
- Implementing a systematic process for identifying areas needing improvement or repair.
- Enhancing the overall academic and operational environment by continuously upgrading physical infrastructure and technological resources.

2. Scope of the Policy

This policy applies to all **buildings**, **classrooms**, **laboratories**, **libraries**, **IT infrastructure**, **sports facilities**, and other physical resources of the college. It also covers maintenance of **electrical systems**, **plumbing**, **furniture**, **security systems**, and **campus grounds**.

Additionally, this policy encompasses any **improvement** initiatives aimed at enhancing the learning environment, such as **modernization of classrooms**, **installation of new technologies**, and **upgradation of facilities** to meet current standards.

3. Categories of Maintenance

a) Preventive Maintenance

- **Preventive maintenance** involves regular inspections and servicing to prevent the occurrence of issues that could lead to major repairs or failures.
- This includes activities such as periodic cleaning, inspection of **electrical systems**, **air conditioning**, **fire safety equipment**, and **plumbing**.
- Maintenance schedules are set based on the manufacturer's recommendations and past usage patterns.

b) Routine Maintenance

- **Routine maintenance** addresses the day-to-day upkeep of college facilities, including **cleaning**, **minor repairs**, and **general upkeep** of equipment.
- Activities like **repainting**, **floor cleaning**, and **repairing broken furniture** fall under this category.

c) Emergency Maintenance

- **Emergency maintenance** involves addressing sudden breakdowns or urgent repair needs, such as **plumbing leaks**, **electrical failures**, or **damage due to accidents**.
- This type of maintenance is carried out immediately to prevent further damage or disruption of college operations.

d) Corrective Maintenance

- **Corrective maintenance** is carried out after faults or failures have occurred. It involves diagnosing the issue and carrying out repairs or replacements to restore functionality.
- Examples include fixing malfunctioning laboratory equipment or repairing damaged infrastructure after an event.

4. Improvement Initiatives

a) Infrastructure Upgrades

- **Upgrading classrooms**, **laboratories**, and **library spaces** to accommodate new teaching methods, technological advancements, and increased student capacity.
- Implementing **energy-efficient solutions** such as LED lighting, solar panels, and modern HVAC systems.
- Regularly assessing and improving **accessibility features** like ramps, elevators, and other resources for students with disabilities.

b) Technological Upgradation

- Continuous **upgradation of IT infrastructure**, including **networking systems**, **projectors**, **smart boards**, and **computer labs**.
- Ensuring that the latest software and hardware resources are available to enhance both **academic** and **administrative** functions.

c) Environmental and Sustainability Improvements

- Initiating **green campus** initiatives, such as **rainwater harvesting**, **waste management systems**, and **energy-efficient** infrastructure.
- Landscaping improvements and promoting eco-friendly measures to reduce the environmental footprint of the campus.

5. Policy Procedures

The following procedures outline how maintenance and improvements are carried out within the college:

a) Maintenance Request Process

- **Faculty, staff, or students** can report maintenance issues through a formal **Maintenance Request Form**, which can be submitted to the college's **Facilities Management Department**.

- The department will assess the request, assign a **priority level**, and schedule the necessary work. For emergencies, immediate action will be taken.

b) Maintenance Scheduling

- A **Preventive Maintenance Schedule** will be developed for all major infrastructure and equipment, with periodic inspections conducted to identify potential issues before they escalate.

- Regular checks will be scheduled for facilities like **air conditioning**, **plumbing**, **fire safety systems**, and **laboratory equipment**.

- Maintenance work will typically be carried out during **non-teaching hours** or during vacation periods to minimize disruption to academic activities.

c) Improvement Proposal and Approval Process

- Any member of the **faculty, administration, or student body** may propose an improvement initiative by submitting a **Proposal for Improvement** to the **Infrastructure Committee** or relevant department.

- The proposal will include the **rationale**, **cost estimation**, **impact assessment**, and **timeframe** for completion.

- The **Infrastructure Committee** will review proposals and make recommendations based on available resources and the strategic priorities of the college.

- Approved projects will be scheduled and executed based on priority and available budget.

d) Vendor Selection and Management

- For large-scale maintenance or improvement projects, external **vendors** may be engaged through a transparent **bidding process**.

- The college will adhere to **procurement guidelines** to ensure competitive pricing, quality workmanship, and timely completion of projects.

- Vendors will be responsible for adhering to **safety standards** and complying with the college's timelines and specifications.

e) Monitoring and Reporting

- The **Facilities Management Department** will monitor ongoing maintenance work and ensure it is completed to the expected standards.

- Regular **reports** will be generated to track completed work, pending requests, and areas needing future attention.

- **Feedback** from faculty, staff, and students will be collected periodically to assess the effectiveness of maintenance and improvement efforts.

6. Roles and Responsibilities

a) Facilities Management Department

- Responsible for overseeing the day-to-day upkeep and maintenance of the college's infrastructure.
- Scheduling and coordinating all preventive, routine, and emergency maintenance activities.
- Liaising with external vendors for major repairs or improvements.

b) Infrastructure Committee

- Responsible for reviewing and approving proposals related to infrastructure improvements and upgrades.
- Collaborating with the management to allocate budgets for capital improvement projects.
- Conducting regular assessments of the college's infrastructure to identify areas for improvement.

c) Maintenance Staff

- Responsible for carrying out routine maintenance tasks as directed by the Facilities Management Department.
- Reporting any observed damage or malfunctioning equipment to the relevant authority for timely repairs.

d) Faculty, Staff, and Students

- Responsible for reporting any maintenance issues or safety concerns to the Facilities Management Department.
- Ensuring that facilities are used responsibly and kept in good condition.

7. Budget Allocation and Resource Management

a) Budget for Maintenance

- The college will allocate a **maintenance budget** annually, ensuring that routine, preventive, and emergency maintenance activities are sufficiently funded.
- Priority will be given to critical infrastructure such as **classrooms**, **laboratories**, and **IT infrastructure**.

b) Budget for Improvements

- Separate funding will be set aside for **capital improvement projects**, which may include infrastructure expansion, upgrades, or modernization of facilities.
- Improvement projects will be prioritized based on their **impact** on the academic environment, student experience, and overall institutional growth.

c) Resource Utilization

- Efficient use of available resources, such as **manpower**, **materials**, and **energy**, will be emphasized to reduce costs and environmental impact.

8. Safety and Compliance

a) Health and Safety

- Maintenance and improvement activities will be conducted in compliance with **health and safety regulations**.
- Appropriate safety measures, such as **hazard warnings**, **personal protective equipment (PPE)**, and **secure working areas**, will be ensured during repair or construction work.

b) Compliance with Legal and Environmental Regulations

- All maintenance and improvement projects will comply with relevant **local building codes**, **environmental regulations**, and **fire safety standards**.
- The college will work towards ensuring that its infrastructure and activities align with **sustainability goals** and legal mandates.

9. Monitoring and Evaluation

The **Infrastructure Committee** and **Facilities Management Department** will continuously monitor the implementation of the Maintenance and Improvement Policy. Regular **audits** will be conducted to assess the condition of the college's infrastructure and ensure that maintenance activities are being performed according to schedule.

Periodic **surveys** will be conducted among students, staff, and faculty to evaluate the quality of the facilities and identify areas for further improvement.

10. Policy Review and Amendments

This policy will be reviewed every **two years** or as required, based on feedback from stakeholders and changes in institutional priorities. Any amendments or updates to the policy will be communicated to all relevant departments and stakeholders

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