

**SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY,
BHOPAL (MP)**



INFRASTRUCTURE MAINTENANCE POLICY

Rules and Regulations

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Introduction

The maintenance policy is framed to ensure the optimum utilization and maintenance of infrastructure facilities by students and faculty without any inconveniences and shortage. The financial allocation for maintenance and upkeep of resources is decided by holding regular meetings of committee constituted for this purpose. Waste management is one of the challenges which any of the educational institutions have to face in accomplishing the goals related to sustainability. Waste disposal is the activity or action required to manage the waste from the commencement to the final stage of disposal. This includes Solid waste management, Liquid waste management, & E-waste management together with monitoring and regulation of the waste management process.

We also maintain and manage the water resources, managing the solid waste, liquid waste, solar panels for generating energy, conserving the biodiversity and natural resources, providing the eco friendly and solar passive buildings, minimum use of paper.

Objectives of Policy

The objectives of the infrastructure maintenance policy and processes are:

- To set standardized utilization and maintenance procedures for resources and services
- To ensure constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To improve the co-ordination between facility allocation and utilization to achieve the optimal usage of resources including classrooms, laboratories, library, sports facilities etc.
- To reduce the probability of accidents at workplace for ensuring safety
- To sensitize SIRTians to stop misuse and mishandling of resources and services
- To provide proper guidance for all the stakeholders to carry out their day-to-day activities with relative comfort and ease
- To enable timely up-gradation, replenishment, repair and replacement of resources and services

Constitution:

- HoD of Civil department will be Convener the committee.
- Administrative officer will be Co- Convener the committee.
- System Administrator of the institute, Two senior faculty members, Librarian, Hostel warden (Boy's & Girl's), Registrar, Administrative Officer, Registrar, Accountant

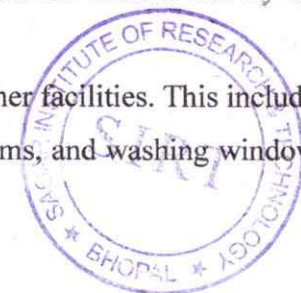


Frequency of meeting: Twice a year or as and when required.

Infrastructure Maintenance:

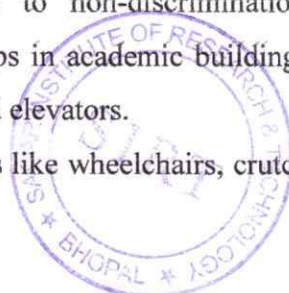
The regular upkeep of the infrastructure such as general repairs of buildings, preventive maintenance of buildings, painting, masonry and plaster work, carpentry and plumbing work is executed periodically by qualified and skilled manpower. There are engineers, technicians, masons, plumbers, electricians, carpenters and painters deputed by the institution to ensure the proper maintenance of all physical, academic and support facilities. These team members perform the inspection, repair, and maintenance of building systems including AC, electrical cooler and water cooler systems etc. facility maintenance done as follows:

- The civil maintenance team is responsible for building works such as inspection, repair and renovation of structures, walls, ceilings, roofs and floors. This includes structural repairs, crack filling, plastering, painting, water proofing and weather proofing. They are also responsible for carpentry works including repair and replacement of doors, windows, furniture and fixtures.
- The entire electrical infrastructure is maintained by the team available with administrative officer. Their work involves regular checkups and maintenance of transformers, circuit breakers, power outlets, distribution lines etc. They are also responsible for installing and maintaining electrical fixtures, switches, fans and lights within the campus.
- The air conditioners, lifts, generators, solar panels and water filters are under AMCs with their respective authorized service providers and are regularly monitored by the electrical department.
- The maintenance of tanks, pipes, valves and drains are carried out by the plumbers. In addition to this, they are responsible for the repair and maintenance of lawn sprinklers, sinks, faucets, water closets and other sanitary fixtures.
- The sewage treatment plant, bio-gas plant and rainwater harvesting systems are installed, operated and maintained as per their respective norms and regulations.
- The transport officer and his team are responsible for the maintenance of the buses, cars and other commercial vehicles of the institution. The buses are operated and maintained as per the SOP of the government. Regular servicing and repairs are carried out by the authorized service providers through AMCs.
- The housekeeping team handles the cleaning of buildings and other facilities. This includes sweeping, mopping floors, vacuuming carpets, cleaning bathrooms, and washing windows



and glass doors. The gardeners are responsible for the maintenance of gardens, lawns and landscapes.

- The sports and gym facilities are supervised by the physical director and his team members. Expensive gym equipment's are maintained through AMC's. Maintenance of various courts and grounds are done annually during the vacation and seasonal maintenance is done once in every three months.
- Fire extinguishers are placed at appropriate locations and are refilled periodically. The demonstration regarding its use is given to faculty and students. First aid kits are restocked immediately after consumption and/or expiry.
- E-waste collection bins are placed on every department to enable the students and faculty to dispose the electronic wastes in a responsible manner. This helps in sensitizing the harmful effects of improper disposal of e-waste and the importance of segregating e-waste for further treatment and processing. The e-waste is then collected by a third-party e-waste management firm on a quarterly basis.
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilation of books and documents that needs reparations or to weed them out from the library collection
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from the departments
- Documents in the library are arranged in a logical order to save the time of the users.
- Ensures an enriching stay at hostel is maintained by providing good healthy and hygienic food.
- Keeps a check on the daily issues in hostels regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
- The institution ensures within their economic capacity provision for installation of facilities for the benefit of person to be made in pavements for the easy access of wheel chair users, devising appropriate symbols of disability and warning signals at appropriate places.
- Manual support will be provided to the Divyangjan right from their enquiry in the reception area to their destination. In regard to non-discrimination in the built environment, provisions have been made for ramps in academic buildings, adaptation of toilets for wheel chair users and proper signage and elevators.
- Adequate space for persons using mobility devices like wheelchairs, crutches and walkers



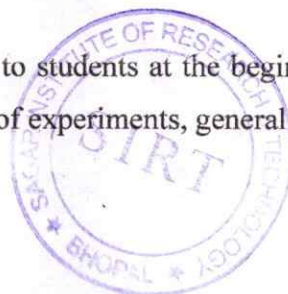
as well as those walking with the assistance of other persons. The range of reach (forward and side, with or without obstruction) of a person in a wheelchair should be taken into consideration. Attention should be given to dimensions of wheelchairs used locally.

- To build barrier free environment for disabled and physically challenged persons in the forms of ramps with railing facility, provision of lifts in the academic building and in restrooms.
- Waste management awareness amongst stakeholders will be developed for disposal to safeguard ecosystem.
- Efforts will be made for converting the waste into renewable energy.
- To promote energy saving, timely procurement of electrical equipment's will be done
- Power saving awareness will be maintained to stop misuse of electrical equipment's
- The SIRT waste management policy brings out adhesion to reducing its environmental impacts through effective waste management. Our institute aims to work for obtaining a zero waste plan thus obtaining its Eco friendly status through the principles of "reduce, reuse and recycle"

Laboratory Maintenance strategies:

The respective laboratory in-charges and lab technicians are entrusted with the responsibility to maintain the equipment under their purview. Stock registers, issue/utilization register, maintenance/ service register are maintained by the respective laboratory in-charges to report entries and defects arising for rectification. Lab equipments are serviced by manufacturers and authorized service personnel during summer and winter vacations and as and when required. Stock registers are updated and maintained on a regular basis.

- Floor cleaning of the labs are done by the housekeeping team on a daily basis. Floor mopping, cleaning of windows, doors and other fixtures are done twice in a week.
- Lab technicians are responsible for the daily cleaning of equipment and work tables.
- Lab technicians are also responsible for checking the working condition of the equipment on a regular basis and carrying out minor repairs if any.
- Calibration of equipment is done on a regular basis either through manufacturer AMCs or by authorized service providers.
- Laboratory manuals are provided to students at the beginning of semesters which includes the list of experiments, procedure of experiments, general and safety procedures, etc.



- Standard operating procedures for all high end equipment are made available to the users.
- Students are given clear instructions about handling the instruments before the start of the experiment by the subject handling faculty.
- Students and faculty members should make an entry in the equipment issue/utilization register before availing it for usage.
- Breakage and repair if any are reported to the concerned lab in-charge or the head of the department as the case may be and suitable measures are taken for the speedy replacement / restoration of the equipment.
- Stock verification is carried out at the end of each semester to identify the condition of the equipment and the requirement of consumables.
- Any request for purchase of equipment, consumables, servicing and calibration etc. should be given well in advance before the start of the semester by the respective lab in-charges through the head of the department to the principal.
- The stock register and the stock verification report are audited by the inspection committee once in a semester.
- In case of any purchase / servicing of equipment, the concerned lab in-charge issues a purchase / service request along with a comparative statement of quotations through the head of the department to the principal. The principal forwards the same to the purchase officer.
- Based on the request received, the purchase committee assigns a suitable vendor / service provider for delivering new equipment / servicing of the existing equipment.
- After the delivery / servicing of the equipment, the same is updated in the stock register and the bill is passed for settlement by the respective lab in-charges through the head of the department to the principal, who then forwards to the purchase officer.


Director

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