

Infrastructure Maintenance Policy



UDAI PRATAP COLLEGE, VARANASI-221002

(An Autonomous Institution Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)

1. Introduction

Udai Pratap College is committed to ensuring the effective and sustainable maintenance of its physical and academic infrastructure, support facilities, and related assets to create a conducive and safe environment for learning, research, and all campus activities. This commitment is in alignment with the college's dedication to excellence in education, research, and the overall well-being of its students, faculty, and staff. The College has an extensive infrastructure to deliver its teaching, learning and research programs. The College has an established system for maintenance and utilization of infrastructure. The Works Department of the College is responsible for regular maintenance of all the infrastructural facilities, providing plans for campus development and other allied activities. It has civil and electrical wings and it operates under the supervision of Estate Officer of the College who is appointed by the Management. This document provides a framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2. Policy Objectives

- 2.1. **Preservation of Infrastructure:** To ensure the preservation and enhancement of the college's infrastructure, including its historical and contemporary buildings, facilities, and assets.
 - 2.2. **Safety and Security:** To establish a safe and secure environment by conducting regular maintenance, repairs, and safety assessments to mitigate potential risks.
 - 2.3. **Positive Learning and Working Atmosphere:** To create an environment that fosters academic and extracurricular activities, with well-maintained infrastructure that enhances the overall experience.
 - 2.4. **Optimized Resource Utilization:** To efficiently manage resources and promote sustainability by ensuring the longevity and functionality of infrastructure assets.
3. **Scope:** This policy applies to all infrastructure and facilities owned or operated by Udai Pratap College, including physical infrastructure, academic infrastructure, and support facilities.

4. Physical Infrastructure Maintenance

The physical facilities in the college are maintained by the Works Department comprising of competent civil engineer, electrician, carpenter and other full time staffs supported by the hired staff on requirement basis. Electricians are 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 support staff under the supervision Estate Officer. The Estate Officer with a team of members, monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Ensuring coordination with respective departments for any response in emergency is an important responsibility of the Works Department.

The college is committed to maintaining the following physical infrastructure:

- 3.1. **Buildings:** Regular inspections, repairs, and renovations will be conducted to ensure the safety and functionality of all college buildings. Emphasis will be placed on preserving the historical significance of older structures.
- 3.2. **Hostels:** Maintenance of living quarters, common areas, and sanitation facilities to provide students with safe and comfortable accommodations.
- 3.3. **Dairy Unit:** The college will regularly maintain and inspect the dairy unit to ensure the welfare of dairy animals and the functionality of the unit for practical and research purposes.
- 3.4. **Agricultural Land:** The agricultural land designated for fodder production and practical/research experiments will be preserved, cultivated, and regularly checked for sustainability.
- 3.5. **Horticulture Unit and Garden:** The college will maintain the horticulture unit, garden, and green spaces to ensure an aesthetically pleasing and environment friendly campus.
- 3.6. **Roads:** Regular maintenance, repairs, and safety measures will be implemented to ensure the safety of students and staff.
- 3.7. **Lighting on Campus:** Periodic checks and upgrades will be conducted to ensure adequate lighting for security and convenience.

5. Academic Infrastructure Maintenance

The college will provide ongoing maintenance for academic infrastructure to support a conducive learning environment:

- 4.1. Classrooms:** Regular checks will be conducted to ensure the functionality, safety, and cleanliness of classrooms, including seating, lighting, and audio-visual equipment. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.
- 4.2. Library:** Maintenance of bookshelves, reading areas, and technical resources, including regular updates to the library's digital and physical collections. The library staff takes care for library resources. They are trained in the handling of library documents, particularly during processing, shelving and conveyance of documents. Dust should not be allowed to deposit on the documents because this causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. 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 silverfishes. Spread of kerosene oil, DDT or gamma-xine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.
- 4.3. Laboratories:** Regular safety inspections and maintenance of equipment and facilities is ensured to facilitate research and practical work. 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 instruments in their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works.
- 4.4. Computers:** Maintenance, software updates, and security measures to ensure the proper functioning of computer systems, including those in computer labs. The Computer Section and its support staff maintain the ICT facilities including

computers and servers. The annual maintenance includes the required software installation, antivirus and upgradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.

6. Support Facilities Maintenance

The college is dedicated to maintaining and optimizing support facilities, including:

- 5.1. **Sports Ground & Gymnasium:** Regular maintenance of gym equipment and facilities, including safety checks and upgrades as necessary are done. Ground upkeep, including field maintenance and sports facility repairs are done on regular basis to facilitate sporting activities. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sport equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education students as part of their curriculum. Gymnasium and playgrounds are maintained by the staff of the Works Department and of Physical Education Department.
- 5.2. **NCC Firing Range:** Safety checks and maintenance to ensure the safety of NCC activities.
- 5.3. **Cooperative Society:** Infrastructure maintenance for the efficient functioning of cooperative activities on campus.
- 5.4. **NCC, NSS, and Rovers Ranger Unit Offices:** Maintenance of these offices, including equipment and facilities, to support extracurricular activities.
- 5.5. **Drinking Water:** Ensuring the availability of clean and safe drinking water through regular maintenance and quality checks.
- 5.6. **Electricity:** Regular maintenance of electrical systems and fixtures to ensure a continuous power supply for all campus activities.
- 5.7. **Girls Common Room:** Maintenance and enhancements to provide a comfortable and secure space for female students.
- 5.8. **Canteen:** Regular hygiene, safety, and quality checks are done to provide a positive dining experience for students and staff. The college conducts regular inspections, to ensure cleanliness, hygiene, safety measures, and adhere to all relevant health and safety guidelines.

7. Life Safety Systems

The College shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Works Departments shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plans are the following:

- a. Fire alarms and fire alarm systems
- b. Fire extinguishers
- c. Fire hoses
- d. Emergency generators
- e. Emergency lighting
- f. Smoke detectors
- g. Sprinkler systems

The plan will include testing and servicing as per manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor.

The policy will be enforced through regular inspections, feedback mechanisms, and collaborative efforts among various departments and stakeholders, fostering a sense of collective responsibility for infrastructure maintenance. Periodic reviews and updates of the policy will be conducted to ensure its continued effectiveness and relevance. All the procedures and protocols related with maintenance of infrastructure are subject to change in accordance with guidelines issued by U P State Public Works Department / Guidelines issued by State Higher Education Department.



Principal

**PRINCIPAL
UDAI PRATAP COLLEGE
VARANASI**
