

GOVT. COLLEGE BICHHUA

DISTRICT-CHHINDWARA(M.P.)-480111

INFRASTRUCTURE DEVELOPMENT & MAINTENANCE POLICY

After consideration of the proposed draft of Infrastructure Development & Maintenance Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 25/IQAC, dated 26/03/2020 & after consideration of the suggestions given by the Infrastructure Upgradation Cell of College, the Infrastructure Development & Maintenance Policy of the college is hereby approved as under: -

The College aims at optimal utilization of the available Financial Resources for maintenance and upgradation of different facilities for Staff & Students. A separate Infrastructure Upgradation Cell is functional in the college which has been constituted for this purpose. Regular meetings of Infrastructure Development Committee are held & threadbare discussions are done in these meetings with specific agenda. Decisions are held in these meetings for optimum utilization of the grants received by the College as per the requirements, in the interest of primary stakeholders i.e. students.

OBJECTIVES:-

The main objectives of Infrastructure Development & Maintenance Policy are enumerated as under: -

1. Optimum utilization of available financial resources for upkeep & enhancement of the infrastructural facilities for the benefit of Staff & Students.
2. Availability of Class Rooms & Laboratories to meet the current requirement of various Departments
3. Ensuring that all the facilities are properly maintained & repaired in time by the respective Heads of Departments & Office Staff.
4. Ensuring that the Computer Labs are maintained with the help of the hardware technicians in time.
5. Ensuring that the laboratories are maintained by the respective Departmental Staff and attendants and supervised by the respective Heads of the Departments.
6. Ensuring that the Standard Operational Procedures for handling equipments and instruments are strictly followed.
7. Assessment of Departmental requirements for new purchases and maintenance of old is by the Principal .
8. Upkeep & Maintenance of Smart Classrooms & Upgradation of Class Rooms into New Smart Classrooms with Interactive Projectors, Whiteboard, Laptops, Sound System and Internet Connection.
9. Ensuring the availability of Ramp for specially challenged

- students and its proper maintenance.
10. Ensuring well equipped library with necessary books, Journals, magazines and periodicals for Students.
 11. Availability of an Examination Center Control Room with necessary equipment for Conducting exams.
 12. Ensuring that the College has a Canteen for Staff & Students.
 13. Ensuring that the College has a First Aid Kit with necessary medicines in Library for Students.
 14. Ensuring that the College has a Sick Room with necessary Primary Medical Equipments & medicines in Library for Staff.
 15. Ensuring that Fire Extinguishers are placed at appropriate places and they are replaced periodically.
 16. Ensuring that the old and outdated equipments, chemicals and instruments are discarded by the concerned Departments. These are to be written off in time and are replaced by new equipments after taking the approval of the Principal.
 18. Ensuring that the Internet Connection & Campus Wi-Fi are maintained properly.
 19. Purchasing new tables, benches, chairs, boards, screens, curtains etc. by raising the requisition to the Principal for approval.
 20. Maintenance of ICT Facilities in Campus & ensuring that the IT infrastructure like Computer Labs, Computers at Office, Departments, Staff Rooms etc. are repaired and maintained by Hardware Engineers in time.

21. Maintenance of Hygiene & Cleanliness in the College Campus, Office & Class Rooms.
22. Ensuring that the students are sensitized regarding cleanliness and encouraged for energy conservation by careful use of electricity in classrooms through notice and flex board displays.
23. Maintenance of Drinking Water Facilities in the College Campus for Staff & Students.
24. Ensuring that the Technicians, Masons, Plumbers, Carpenters and Painter are deputed by the College for the repair & maintenance of classrooms and related infrastructure.
25. Ensuring that the College has proper E-Waste Management System for disposal of E-waste and steps are taken to sensitize students about the harmful effects of electronic waste & to encourage them to dispose E-Waste in a responsible manner.
26. The maintenance of the Sanitary Napkin Vending Machines in the College.
27. There are ample Water Storage facilities to ensure 24 hours water supply. Personnel are also designated to monitor the Facilities.
28. Ensuring the CCTV surveillance in the college campus and library & its proper maintenance.
29. Ensuring the availability of Sports Equipments & their proper maintenance.
30. Ensuring the availability of Gym Equipments & their proper maintenance.

**IMPLEMENTATION OF THE INFRASTRUCTURE DEVELOPMENT
&
MAINTENANCE POLICY**

The above Infrastructure Development & Maintenance Policy is to be implemented with the consultation & coordination of Nodal Officer, Infrastructure Upgradation Cell, Respective Heads of Departments & In-charge of Laboratories & Respective In-charge of Infrastructure Facilities such as Sports Officer, Librarian & other concerned Staff with the guidance of Coordinator, IQAC & approval of the principal.


Principal
Government College Bichhua
Chhindwara (M.P.) 480111