

**UTILIZATION AND MAINTENANCE POLICY
(PHYSICAL, ACADEMIC AND SUPPORT FACILITIES)**



**GAYATRI VIDYA PARISHAD
COLLEGE FOR DEGREE AND PG COURSES
(AUTONOMOUS)**

Affiliated to Andhra University // Accredited by NAAC and NBA
VISAKHAPATNAM


Utilization and Maintenance Policy for Infrastructure Facilities

Purpose

To ensure the smooth and efficient operation of all Institutional infrastructure facilities, necessary to create and sustain an environment conducive to academic and administrative activities.

Objectives

1. **Utilization:** This applies to all college facilities, including but not limited to classrooms, lecture halls, laboratories, libraries, meeting rooms, sports facilities and outdoor spaces. It encompasses usage by students, faculty, staff, and external organizations, ensuring that all parties adhere to consistent standards and procedures.
2. **Routine Protocol:** To establish and enforce standard procedures among teaching and non-teaching staff for maintaining all infrastructure facilities in good working condition.
3. **Timely Repairs and Maintenance:** To ensure all repairs and maintenance tasks are addressed and completed as quickly as possible.
4. **Expertise and Specialization:** To secure and utilize expertise in electrical, plumbing, carpentry, and masonry work to complete tasks within specified time frames.
5. **Approval and Execution:** To create an effective system for the rapid approval of maintenance requests and the prompt execution of routine work.
6. **Hygienic Ambience:** To maintain all infrastructure facilities in a condition that supports a clean and hygienic environment.
7. **Academic Ambience:** To develop and augment necessary infrastructural facilities like class rooms, seminar halls, laboratories and library. To create and sustain the required academic ambience for superior teaching- learning experience.



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Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, class rooms

The Institution has clearly spelt out policies and procedures for the maintenance of physical, academic and support facilities. The college has established a separate committee for the maintenance of Infrastructure.

Utilization of Physical Facilities

The effective utilization of college facilities is crucial for supporting academic, administrative, and extracurricular activities. To ensure fair and responsible use, the college has established clear procedures and guidelines. All requests to use facilities—such as classrooms, lecture halls, laboratories, libraries, seminar halls and sports areas—must be submitted through the Head of the Department to the respective Director. Requests should detail the event's purpose, date, time and special requirements. The Director reviews these requests, prioritizing academic and institutional needs and approves them based on availability and alignment with the college's mission and forward to the principal for further approval. Once approved, users receive a confirmation with terms and conditions. Users are expected to adhere to guidelines including respecting scheduled times, maintaining cleanliness, following safety protocols, handling equipment with care and exhibiting respectful behavior.

Maintenance of physical facilities:

Laboratories:

- Regular Maintenance of laboratories and computers are taken care by the lab in-charges of respective labs through Head of the Departments from recurring budget allocated.
- The maintenance of equipment is carried out by the respective departments with the help of supporting staff periodically as per the nature of the equipment.

Library:

- The library operates under a dedicated committee ensuring maximum exposure and participation for students.
- Book purchases are based on recommendations from faculty and students, approved by the Principal.
- Collections are regularly updated based on global advancements and recommendations.



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- Library operations are automated through SOUL Library Software which has been upgraded periodically with latest version.
- Stock checks and weeding out of old titles are taken up once in a year by a committee appointed for the purpose.
- 'No dues' from the library are mandatory for students before applying for provisional degree certificates.
- Reading rooms are maintained regularly with emphasis on cleanliness and silence.
- Proper ventilation, dusting, cleaning, and pest control measures are implemented to preserve library resources at regular intervals.
- Maintenance of furniture and fixtures is conducted as needed.

Sports:

- Sports facilities are maintained under the guidance of qualified physical education faculty.
- A multipurpose playground and various outdoor sports facilities are available. Regular maintenance activities, including grass cutting, line marking, ground top dressing, and aeration, are performed to keep these facilities in top condition

Procedures for Periodic, preventive and breakdown maintenance:

These procedures provide important guidelines for the academic and non-academic operational procedures for authorization.

1. Periodic Maintenance

Objective: To ensure that all equipment and facilities are functioning properly on a daily basis and to identify potential issues early.

1.1 Procedure

1. Daily Inspections:

- **Scope:** Inspect high-use areas such as classrooms, labs, restrooms, and common areas.
- **Checklist:** Verify the condition of lights, fans, plumbing fixtures, and cleanliness.
- **Reporting:** Use a daily inspection checklist and submit any issues to the maintenance team.


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2. Cleaning Tasks:

- **Scope:** Ensure that cleaning tasks are completed as per the schedule.
- **Checklist:** Includes dusting, mopping and waste disposal.
- **Frequency:** Daily or as needed based on usage and occupancy.

3. Minor Repairs:

- **Scope:** Address minor issues such as loose fixtures, small leaks, or malfunctioning equipment.
- **Responsibility:** Handled by in-house maintenance staff.
- **Documentation:** Record all minor repairs in a maintenance log.

4. Monitoring:

- **Scope:** Continuously monitor the condition of equipment and facilities in laboratories.
- **Responsibility:** Departmental staff and maintenance personnel.

2. Preventive Maintenance

Objective: To prevent equipment failures and extend the lifespan of facilities through scheduled maintenance activities.

2.1 Procedure

1. Scheduling:

- **Scope:** Develop a preventive maintenance schedule based on manufacturer recommendations and historical data.
- **Frequency:** Monthly, quarterly or as recommended.

2. Tasks:

- **HVAC Systems:** Clean filters, check refrigerant levels, and inspect components.
- **Electrical Systems:** Inspect wiring, test circuits and check for signs of wear.
- **Plumbing:** Check for leaks and inspect pipes.
- **Equipment:** Perform lubrication, calibration and testing of all machinery in laboratories



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3. Execution:

- **Responsibility:** Assigned to qualified maintenance personnel or external Agency.
- **Tools and Materials:** Use appropriate tools and materials for each task.

4. Review:

- **Frequency:** Regularly review the effectiveness of preventive maintenance tasks and adjust schedules as needed.
- **Feedback:** Collect feedback from staff to identify areas for improvement.

3. Breakdown Maintenance

Objective: To address and resolve unexpected equipment failures or facility issues promptly to minimize downtime and disruptions.

3.1 Procedure

1. Issue Reporting:

- **Scope:** Report breakdowns using a requisition form to maintenance team.
- **Information:** Include details of the issue, location and urgency.

2. Assessment:

- **Responsibility:** Maintenance technician or external agency assesses the reported problem.
- **Tools:** Use diagnostic tools and equipment to identify the cause of the issue.

3. Repair:

- **Scope:** Perform necessary repairs or replacements to restore functionality.
- **Responsibility:** Skilled maintenance staff or external agency.
- **Materials:** Procure materials from central stores or through external suppliers with necessary approvals.

4. Verification:

- **Testing:** Test repaired systems or equipment to ensure proper operation.
- **Inspection:** Conduct a final inspection to confirm that the issue is resolved.


5. Review:

- **Frequency:** Analyze breakdown incidents to identify root causes and prevent recurrence.
- **Improvement:** Implement corrective actions and update preventive maintenance schedules if necessary.

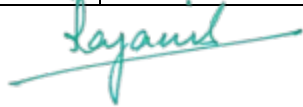
Standard Operating Procedures (SoPs) for periodic, preventive and breakdown maintenance with name of agency:

Standard operating procedures provide important guidelines for authorizing both academic and non-academic activities.

	Activities	Category (Periodic, preventive, breakdown maintenance)	Responsibility	Target (Dates/ Days)
General facilities Maintenance:				
1	Maintenance of Air Conditioning systems provided in seminar halls, computer labs and other administrative chambers etc	Periodic	Air and Gas controls	Prevention
2	Maintenance of diesel Generator to avoid breakdown and to prolong the life of the generator.	Periodic	Technical staff	Monthly & during breakdown.
3	Maintenance of lift to ensure that Routine the lift meets all safety standards including regular maintenance.	Periodic	Johnson Lifts	Prevention
4	a) Periodic maintenance of UPS is required to maintain the integrity and lifetime of the battery b) To keep the UPS in good working order and helps to prevent failures.	Periodic preventive	Electrical Staff Electrical Staff	Half yearly Annual


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Water Facilities Maintenance				
5	To ensure there are no leakages and wastages of precious water through joints, valves etc. distributed pipes	Periodic	Godavari mineral water technologies and cool home	Quarterly
Laboratory maintenance				
6	Maintain the equipment in working condition and verify calibrations / performance checks in each laboratory.	Preventive	Lab In-charge & Lab technician	Two weeks before commencement of Even/ Odd semester
7	Software installation & replacement of hardware for smooth conduct of laboratory.	Preventive	Lab In-charge & Lab & programmer	Two weeks before commencement of Even/ Odd semester
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Periodic	Lab In-charge & Lab & programmer	Two weeks before commencement of Even/ Odd semester
9	Stock verification at laboratories	Periodic	HODs & Lab In-charge	Yearly during academic and administrative audit
Housekeeping staff are responsible for class rooms, seminar halls, laboratories, cleaning of water tanks and drainages cleanliness. Contract was given to Jaka Kishore, Housekeeping service which is monitored by Campus Ambience team.				
Class room maintenance				
10	Periodic verification of working of ICT facilities across campus	Periodic	Faculty In-charge of the Dept	One week before commencement of Even/ Odd semester
11	Repair/ replacement of class room furniture	Periodic	Infrastructure maintenance cell	Two weeks before commencement

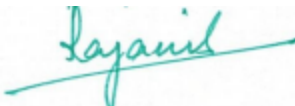

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				of Even/ Odd semester
12	Repair / replacement of electrical appliances like lights, fans, cables etc.	Periodic	Electrician under supervision of Infrastructure maintenance cell	Two weeks before commencement of Even/ Odd semester
13	Ventilation /windows replacements work if any	Periodic	Infrastructure maintenance cell	Two weeks before commencement of every semester
14	Classroom security with lock Routine system	Routine	Department office	Every working day
Library maintenance				
15	<ul style="list-style-type: none"> It is mandatory to maintain silence in the library. Faculty and students should not be allowed to take their personal belongings into the library. To promote the e-resources of the library to the target audience. To assist the staff and students in proper usage of the resources. To collect the issued books in time. To collect fine from the students if they are not returning after the due date 	Routine	Library staff	Every working day
16	Processing of the Books <ul style="list-style-type: none"> The books are stamped with library stamp for identification as library property. 	Routine	Library staff	Every working day

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	<ul style="list-style-type: none"> • The books are placed in the appropriate departmental shelves in the Library • The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user. 			
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