

**Procedures and Policies
for
Maintaining and Utilizing
Physical, Academic and Support
Facilities**



**Guru Nanak Khalsa College for Women
Gujarkhan Campus, Model Town, Ludhiana**

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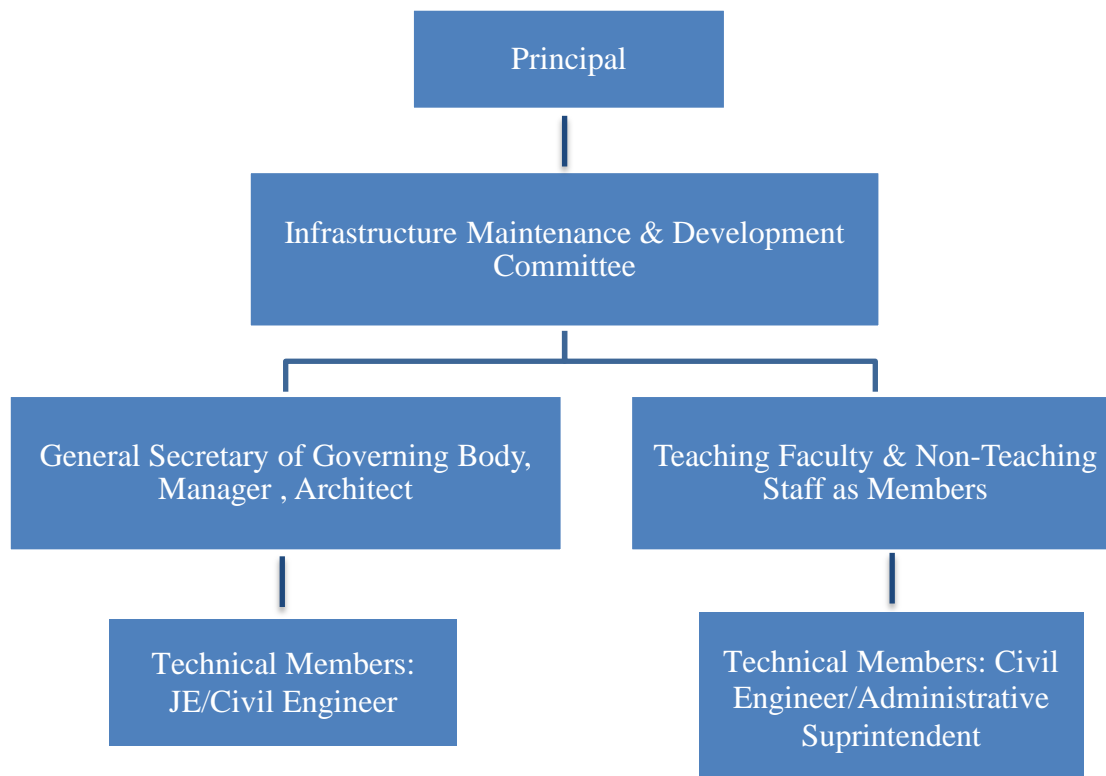
Disclaimer

‘Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities’ is not a legal document. It has been prepared for the reference of the Teaching and Non-Teaching Staff regarding maintenance and utilization of the stated facilities. The College — Guru Nanak Khalsa College for Women, Ludhiana-reserves the right to bring the required changes in the stated policy and procedures therein. Every effort has been made to avoid errors or omissions in this policy. If any error or omission may have crept inadvertently, it will be corrected if brought to notice.’

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

The repair and maintenance work in the College and Hostel are undertaken under the overall supervision of the Construction, and Repair & Maintenance Committee constituted by the Principal of the College.

Infrastructure Maintenance & Development Committee



The Construction and Repair & Maintenance work is supervised by:

- 1. The Building Sub-Committee:** Supervises the construction of the New Administrative Block & Auditorium; and
- 2. Repair & Maintenance Committee:** Supervises the repair and maintenance of the existing infrastructure/academic/sports facilities.

The Building Sub-Committee:

The Building Sub-Committee looks after the Construction of the New Administrative Block & Auditorium. It consists of External, Internal and Technical members. A Member of the Governing Body of the College, Manager and the Architect are the external members. The internal members include — Teaching Faculty; Non-Teaching Staff and Laboratory Assistants. The technical members include the JE and the Civil Engineer.

The Repair & Maintenance Committee: The Repair & Maintenance Committee, undertaking the maintenance of existing infrastructure/academic/sports facilities, includes the Teaching Faculty; Non-Teaching Staff; and Laboratory Assistants besides the Technical members. Various areas in 'the College and the Hostel are divided amongst the various members and they are responsible for the effective repair and maintenance of their specified areas.

Meetings of the committees are held periodically as well as specifically as per requirement. All required norms are followed by the Committee.

Repair and Maintenance Policy

It is necessary for the smooth functioning of an organization to have a robust repair and maintenance policy. Following is the Repair and Maintenance Policy of Guru Nanak Khalsa College for Women, Ludhiana, for updating, repair and maintenance of Physical, Academic and Sports Facilities.

Policy and Procedure for Repair & Maintenance of Physical, Academic and Support Facilities

1. Repair & Maintenance of the stated facilities is undertaken as per the recommendations of a duly constituted Repair & Maintenance Committee under the supervision of the Principal.
2. The estimate of expenditure prepared by the J.E./Civil Engineer or the person in charge of an area is to be subsequently verified by the HOD / Incharge of that particular area and also by the members of Repair & Purchase Committee. Prior Sanction of Principal is required before assigning job work or issuing Work Order.

Annual Maintenance Contracts

Annual Maintenance contracts are signed for the maintenance of Academic and Administrative facilities like:

1. Computers
2. Intercoms
3. CCTV Cameras
4. Water Purifiers
5. Photocopier/ Printers
6. Computer Software (Library)
7. Generators

Maintenance of other Facilities

Maintenance of the following facilities is undertaken as per requirement and license Stipulations:


1. Cleaning of Water Tanks
2. Refilling of Fire Extinguishers
3. Computer Software License

Maintenance of Sports Infrastructure

Sports being an intrinsic element of educational institutions require regular and timely maintenance of facilities. Sports management techniques are followed regularly for maintaining the sports facilities.

1. For the equipment of Fitness Gym, annual maintenance service through experts is undertaken.
2. For maintaining store every year, stock checking is done. The outdated material is disposed off.
3. The Sports Store Room is subjected to annual Pest Control Treatment.
4. Proper leveling of sports ground is undertaken on a regular basis by layering it with clay and sand every year.
5. The grounds are watered daily.
6. Equipment/gear/support apparatus made of Iron are painted regularly to save them from rust.
7. The sports material is kept in labeled and specific boxes, cupboards and racks as required, depending upon their material, make and use.
8. Repairing of wooden and iron material is done according to requirement.
9. Machines and equipment are greased on regular basis.


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