

The Infrastructure Maintenance Policy

Objective and scope:

Aryabhata College is committed to provide a well-maintained infrastructure for teaching-learning process aligned with the vision of continually expanding via introduction of new streams and courses. The college spread over 5-acre area, is persistent in augmenting state of art infrastructure amalgamating it with the latest teaching pedagogies and technologies along with developing clean and lush green campus.

Purchasing Procedures

The college purchases equipment either directly from vendor or through tendering process as per the General Financial Rules (GFR).

Maintenance Procedures

The college strongly believes that high standards of hygiene and sanitation are of utmost importance as it also helps to ensure the longevity of the infrastructure and optimizes the maintenance cost. Keeping the above in view the college carries out the following set of maintenance procedures.

1. Classrooms

S. No.	Action	Frequency
1	Brooming and Mopping Floors	Every Day
2	Sanitize door handles	Every Day
3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Clean Blackboards	Every Day
6	Check bulbs and tube lights	Every Day
7	Check functioning of fans (as per season)	Every Day
8	Clean projectors	Every Week
9	Wet Clean windows and doors	Every Week
10	Rinse trash bins	Every Week
11	Clean lights and fans	Every Week

2. Computer and Psychology Laboratories

S. No.	Action	Frequency
1	Broom and Wet Mop Floors	Every Day
2	Sanitize door handles	Every Day
3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Clean Blackboards	Every Day

6	Check bulbs and tube lights	Every Day
7	Check functioning of fans (as per season)	Every Day
8	Dust Projector screens and Computer Monitors	Every Day
9	Clean projectors	Every Week
10	Wet clean windows and doors	Every Week
11	Dust/vacuum clean Computers and Keyboards	Every Week
12	Air conditioner servicing	Every six months
13	Rinse trash bins	Every Week
14	Clean lights and fans	Every Week
15	Dry Clean/Wash Curtains	Every three months

3. Stairs and Corridors

S. No.	Action	Frequency
1	Sterilize drinking water bays	Every Day
2	Empty trash bins	Every Day
3	Broom and wet mop corridors	Every Day
4	Dust grills and banisters	Every Day
5	Broom and wet mop staircase	Every Day
6	Dust overhead lights and ceilings	Every Week
7	Service Water Coolers/Water purifiers	Every three Months

4. Offices: Administration and Accounts

S. No	Action	Frequency
1	Broom and wet mop Floors	Every Day
2	Sanitize door handles	Every Day
3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Check bulbs and tube lights	Every Day
6	Check functioning of fans (as per season)	Every Day
7	Wet clean windows and doors	Every Week
8	Dust/vacuum clean Computers and Keyboards	Every Week
9	Dust Computer Monitors	Every Week
10	Service Air conditioners	Every Six months
11	Rinse trash bins	Every Week
12	Clean lights and fans	Every Week
13	Dry Clean/Wash Curtains	Every Three months

5. Principal's Office/Staffroom/Faculty Research Centre/Seminar/Multipurpose/Committee Rooms

S. No.	Action	Frequency
1	Broom and wet mop Floors	Every Day
2	Sanitize door handles	Every Day

3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Check bulbs and tube lights	Every Day
6	Check functioning of fans (as per season)	Every Day
7	Wet clean windows and doors	Every Week
8	Vacuum Clean Sofas	Every Week
9	Service Air conditioners	Every Six months
10	Rinse trash bins	Every Week
11	Clean lights and fans	Every Week
12	Dry Clean/Wash Curtains	Every Three months

6. Restrooms

Priority	Action	Frequency
1	Wet mop floors with disinfectant	Every Day
2	Sanitize door handles	Every Day
3	Empty trash and disposal bins	Every Day
4	Sanitize WC, urinals and fixtures	Every Day
5	Refill soap dispensers	Every Day
6	Check bulbs and tube lights	Every Day
7	Clean Mirrors	Every Day
8	Clean partitions	Every Day
9	Wet clean windows and doors	Every Week
10	Wash soap dispensers	Every Week
11	Dust/Clean lights	Every Week
12	Wash trash receptacle and Sanitary Boxes	Every Week

7. Gardens, Lawns and Outdoor Pathways

S. No.	Action	Frequency
1	Broom all open areas	Every Day
2	Gather and remove all fallen foliage etc.	Every Day
3	Clear trash bins	Every Day
4	Prune and cut plants and grass.	Every Week
5	Tend to compost pits	Every Week

8. Library

S. No.	Action	Frequency
1	Broom and Wet Mop Floors	Every Day
2	Sanitize door handles	Every Day
3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Check bulbs and tube lights	Every Day
6	Check functioning of fans (as per season)	Every Day

7	Wet clean windows and doors	Every Week
8	Dust Book and magazine stacks	Every Day
9	Service Air conditioners	Every Six months
10	Rinse trash bins	Every Week
11	Clean lights and fans	Every Week
12	Dry Clean/Wash Curtains	Every three months
13	Dust/vacuum clean Computers and Keyboards	Every Week
14	Dust Computer Monitors	Every Week

9. Cafeteria

S. No.	Action	Frequency
1	Broom and wet mop Floors	Every Day
2	Sanitize door handles	Every Day
3	Clear trash bins	Every Day
4	Dust furniture	Every Day
5	Check bulbs and tube lights	Every Day
6	Check functioning of fans (as per season)	Every Day
7	Wet clean windows and doors	Twice a week
8	Wash trash bins	Every Day
9	Clean lights and fans	Every Week
10	Check cooking utensils	Every Week
11	Replenish raw material	Every Month

Process of Infrastructure Maintenance

I. Lab Equipment

STEP 1: Indenting Faulty Equipment

The details of the faulty equipment are reported to the concerned committee/administration for necessary action.

STEP 2: Apply for Repair

- The concerned committee takes an estimate for repairing cost of the equipment and submits the same to the college for approval
- On approval, order is placed for repair (Invite quotations if required) as per the rules applicable at that time.

STEP 3: Verification and Bill Processing

On repairment of the equipment(s) the bills are submitted to the college for verification and reimbursement/payment.

II. Building Maintenance

STEP 1: Submit Requirement to the Caretaker

All maintenance requirements are notified to the Caretaker/departments who will then submit their maintenance requirements to the Caretaker/Infrastructure Committee/Building Maintenance Committee.

STEP 2: Apply to PWD

1. The committee(s) will prepare its recommendations regarding the requirements submitted to it.
2. The committee(s) will submit its recommendations to the Principal.
3. After approval from the Principal, recommendations will be submitted to PWD.

III. Maintenance of Gardens

1. Regular watering of the plants and lawns.
2. Pruning of trees and plants/shrubs as and when required.
3. Regular mowing and sweeping of lawn.
4. Transfer of garden waste to the composting pit.
5. Planting of new plants seasonal flowers.
6. The regular repair of garden equipment is done as and when required is done in a similar manner as that of Lab equipment.

IV. Maintenance of Cafeteria

Aryabhata College ensures maintenance of hygiene and quality by taking the following measures:

- All Cafeteria workers must wear clean clothes, gloves, apron and hair net or a cap while working in the kitchen.
- Mopping and dusting of Cafeteria is done on a daily basis at regular intervals.
- Covered dustbins are placed inside and outside the cafeteria for waste disposal.
- Only certified food commodities (Agmark/FSSAI) are allowed for cooking.
- Only food grade disposable items are allowed and single use plastic is banned
- Regular inspection is carried out to assess the food quality and hygiene conditions.



All Procurement of goods and services/Tendering is done through the General Financial Rules as approved by Ministry of Finance, Department of Expenditure, Government of India, and are as applicable at that time.

<https://cgda.nic.in/pdf/gfr2005.pdf> (Chapter 6)

https://doe.gov.in/sites/default/files/GFR2017_0.pdf (Chapter 6)

Disclaimer: Policy was updated in Academic year 2018-19