

MAINTENANCE POLICY

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INTRODUCTION

Dhaanish Ahmed institute of Technology has framed an effective system of procedures to ensure proper maintenance and utilization of physical, academic sectors such as laboratories, library, class rooms etc.

OBJECTIVES

- To maintain a clean and tidy atmosphere to reach the high standards for hygienic environment.
- To provide the necessary facilities needed by staff and students.
- To ensure proper maintenance of all physical, academic and support facilities in the campus.
- To undertake repairs/replacement of equipment upon requirement.
- To regularly review the conditions of infrastructure and other facilities.
- To periodically upgrade the new and enhanced methods and processes of maintenance
- To provide a safe and green campus in accordance with environmentally conscious initiatives.

ROLES & RESPONSIBILITIES OF THE INFRASTRUCTURE MAINTENANCE COMMITTEE

- Discuss, approve and implement infrastructural maintenance and up gradation for physical, academic and support facilities on campus.
- Develop action plans to respond quickly and appropriately to maintenance issues and emergencies.
- Supervise all maintenance related work and conduct annual infrastructure audits of the physical, academic, and support facilities.
- Educate all teaching staff, non-teaching staff and students on the importance of participating in responsible maintenance of campus facilities.
- Plan at the end of each academic year for the up gradation of infrastructure for the next academic year to support evolving requirements of the learner and educator communities of the institution.

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- Ensure that the campus remains consistently clean, tidy and secure always.
- Maintain stock registers for all laboratories and learning centers, and audit the same on a regular basis.

INTERVENTIONS & BEST PRACTICES FOR CLEAN CAMPUS

CLEANING/SANITATION PRACTICES

All corridors, open spaces ,lawns, common spaces like seminar halls, laboratories, learning centers and studios are kept clean at all times. The following cleaning routines are planned and adhered to:

FLOORS

- Mopping of corridors with disinfectant at least once a day
- Sweeping of the corridor at regular intervals throughout the day

DOORS, WINDOW AND WALLS

- Windows and glass surfaces are cleaned with water spray or cleaning solutions
- Dust and other irritants/pollutants are eliminated through frequent dusting/cleaning.
- Extensive cleaning of outer-surface of windows is carried out at least once in a month.
- Constant monitoring to ensure cleanliness.

GREEN CAMPUS

WASTE MANAGEMENT

Dustbins with color distinctions are placed at prominent points in the campus and students are educated on its utility:

- Green dustbins are for disposing wet and bio degradable wastes like food wastes Including vegetables, fruits, etc.
- Blue dust bins are for disposal of plastic wrappers and non-bio degradable wastes.
- Yellow dustbins are meant for papers and glass bottles.

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REGULAR CLEANING OF BINS

- Consistency in location of bins for ease and convenience of student and staff populations Monitoring the campus for litter and prompt disposal of the same if found

WATER CONSERVATION

- The college has installed RO water system to purify and conserve water resources. Students are educated on the importance of water conservation and its judicious utilization.

ENERGY CONSERVATION

- Solar power options are efficiently utilized and regular maintenance of solar panels and equipment is undertaken to ensure maximization of energy conservation
- Students are oriented and guided on efficient usage of energy on campus
- Class representatives are given the responsibility of switching off lights and fans in the class room when not in use to minimize wastage of power.

PLASTIC BAN ON CAMPUS

- In order to significantly reduce plastic waste and pollution in the college campus, single-use plastic products are banned on campus
- Social awareness campaigns and workshops are held to sensitize students on the hazardous and toxic implications of single-use plastic
- Teaching and non-teaching staff are strongly encouraged to avoid the use of single-use plastic products and use alternative solutions like jute, cloth and paper products.

GREEN SPACES, LAWNS AND VERTICAL GARDENS

- All plants are cared for and maintained regularly
- Vertical gardens with geometric patterns are given extra pruning to maintain form and aesthetics.
- Apart from the above an intensive cleaning of the premises is carried out atleast once in two months to ensure that the campus is clean and all facilities are satisfactorily useable for stakeholders.

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MAINTENANCE OF CLASSROOMS

- All classrooms are ICT enabled and are equipped with instructional support, including chalk boards or white boards, movable/ fixed table arm chairs and modular furniture.
- The IT maintenance team and the in-house technical support team maintain ICT equipment in the classrooms that include LCD projectors, audio / PA systems and interactive touch panel smart boards.
- The IT maintenance team and the in-house technical support team conduct regular checks on all IT equipment in the classrooms to ensure smooth conduct of the classes.
- In the light of technical mal function, the respective department utilizing a classroom can inform technical support team for immediate action to be taken.
- All furniture in the classrooms are numbered and regularly checked for quality and durability.
- All class rooms are swept and mopped twice a day.
- Dustbins are placed inside classrooms and are emptied twice a day by the support staff.
- Maintenance of Seminar Halls and all venues used for academic purpose
- Departments and faculty are responsible for scheduling events in the seminar hall and other venues by booking their slots in the venue booking register maintained by the Administrative Department.
- Departments booking the venues are responsible for ensuring that the venue environment and facilities are utilized in a responsible manner and are tidied and cleared post-event.
- Only white board approved markers are to be used on whiteboards.
- The in-house technical support team will provide technical assistance during an event.
- Organizers are to ensure that all lights, fans and ICT equipment are switched off before they leave the venue to minimize wastage of power.

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MAINTENANCE OF LABORATORIES, LEARNING CENTERS AND STUDIOS

- All laboratories and studios are designed to facilitate and support instructional teaching, innovative pedagogy, training and skill development. Laboratories are designed to conduct Experiments, Assessments, Research, Projects, Course work and enhance domain specific skills.
- Input from faculty members for developing laboratory facilities is welcomed, and faculty often play an active role in introducing innovative experimental setups/instruments/upgrading of Computers software/ computer control of machines or processes, especially corresponding to the introduction of new courses or revision of curriculum.
- Departments ensure periodical stock verification, maintenance, repair and recalibration of apparatus/ equipment whenever necessary.
- A list of all chemicals and salts present is regularly updated and safe disposal of chemicals is ensured (For Food Science Laboratories)
- Students are educated and encouraged to demonstrate a professional attitude that will ensure a supportive atmosphere and adhere to established procedures and policies.
- Lab work often commences parallel to lecture classes. Discussion on the development, validation, standardization and application of apparatus/equipment /software is held in class prior to lab work.
- Students are encouraged to be prompt on scheduled lab timings, be polite and courteous to lab assistants and to maintain a positive and helpful attitude.
- Students are educated on equipment handling and administration procedures, and utility of the apparatus, before commencement to lab work.
- All lab work is done with faculty assistance and supervision.
- All lab courses mandate students to record the lab work periodically for evaluation.
- Students are oriented on strictly adhering to ethical guidelines concerning lab work.
- Students are trained to ensure that apparatus and other tools utilized are safely returned without defects/ damage.

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- Prior authorization from the laboratory in-charge and Head of the Department is required to take laboratory materials out of the lab, and it is ensured that they are duly returned within the stipulated time.
- Any form of harassment, discrimination or inappropriate behavior inside the lab will invite disciplinary action. Usage of mobile phones inside lab is strictly prohibited.

MAINTENANCE OF COMPUTERS

- All computer systems in the college are covered under anti-virus protection.
- All Lab systems are maintained and overseen by lab assistants, system administrator and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware trouble shooting, hardware replacement, and internet issues are handled by Lab assistants.
- Major Networking issues and Operating system failures are restored by System administrator and external service engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- UPS maintenance and monitoring of battier levels are under taken regularly.
- All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
- Internet cableway well planned across the campus and networking is well designed.
- Students are sensitized about the usage of the computers in the laboratories.

LIBRARY – INFORMATION RESOURCE CENTRE

- The Library -Information Resource Centre maintenance staff perform a number of tasks on daily basis for ensuring smooth functioning of the library. Routine work at the Library consists of:
 - Shelving and organizing of print resources.
 - Ensuring that stack areas, reading spaces and the Digital Resource Centre are tidy and organized at all times.

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- Regular monitoring of library resource usage patterns and trends is done to ensure that the usage is in keeping with the institutional policies and guidelines.
- Conservation and preservation of print resources and holdings, including in-house repairs and binding.
- Ensuring that print resources are returned by user some time and without any Damage.
- Co-ordinate with the T Maintenance team to oversee effective utilization and up keep of the Digital Resource Centre and reprography facilities in the library.
- Fine collection (for overdue books) and remittance of the same periodically to the Finance Department.
- Stock-taking and weeding (annual).

RULES FOR STUDENTS TO UTILIZE THE LIBRARY SERVICES

- Library transactions are automated, and student ID card is mandatory for all library transactions (issue/return/renewal).
- Students are permitted to borrow up to two books at a time, and may retain the book(s) for a period of one week from the date of issue.
- Rare books and those of high monetary value are marked 'Reference' and cannot be issued to students. However, these maybe used by students for reference work within the premises.
- Students are oriented on responsible use of library resources and are educated on the importance of adhering to the IRC's guidelines and policies.
- A dedicated computer with access to records of the IRC' sprinter sources allows students to searches for available books pertaining to their areas of interest. Should they wish to do so, they may use this facility tore serve a book that they might be interested in but which is currently borrowed by another member.
- Fines shall be charged for books returned beyond the date of returning on which they are due. This fine is paid by students and the acknowledgement record will be maintained exclusively for this purpose. In case the book is being lost by a student, the borrower must replace the lost book with the new edition.
- Student's approach the Librarian for any issues relating to access or usage, or any clarifications regarding the IRC's resources or services.

RECORD ROOM

- The Record Room organizes and stores all documentation of the institution, including college copies of student Transfer Certificates, staff attendance registers, and student admission registers, organized year-wise.

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- All files and documents are carefully labeled with unique identifiers, for ease of retrieval.
- The Record Room also stores materials purchased, such as stationery, for the use of institutional stakeholders.
- Any withdrawal from the Record Room is noted in a register maintained exclusively for this purpose.
- Materials such as stationery are recorded in a separate register when issued to stakeholders.
- The Record Room also has a Photo copier / Isograph section in the premises for the use of faculty and staff for official work.

STRONG ROOM

- The Strong Room in the Controller of Examination's wing is used to secure question papers and confidential documents, to ensure integrity of the evaluation process. This is administered by the COE office, with access restricted to authorized personnel only.

MAINTENANCE OF SPORTS GROUND

- The sports ground is kept tidy and clean by periodic maintenance tasks.
- Any overgrowth is removed or trimmed at the earliest.
- Effective solutions are in place to ensure that water stagnation does not occur.
- The Ministry of Sports of the M.O.P. Sensed oversees the schedule for PT sessions.
- A Member of Parliament of the Sports Ministry monitors usage of the sports ground by students.
- Scheduled practice time is allocated sports students for Volleyball and Chess.
- A log register is maintained for usage of sports equipment.
- Sports room equipment is checked at regular intervals to ensure consistency of quality and condition. Repairs or replacements are undertaken promptly upon requirement.
- In case of injury during Sports / PT sessions, the respective faculty in - charge organizes for the medical professional at Apollo Shine Medical Station to provide immediate first aid.

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CAFETERIA MAINTENANCE

- The cafeteria staffed liege to stringent standards for hygiene and sanitation, and this is periodically monitored through Quality Audits.
- Plastic cups are banned in the cafeteria as a step towards adopting sustainable environmentally conscious practices.
- Bins are place date easily accessible spots to prevent littering.
- Washbasins are provided for use of students and staff in the cafeteria premises, and these (as well as sinks for cleaning utensils in the attached kitchens) are cleaned regularly.