



# DR. AMBEDKAR COLLEGE OF SOCIAL WORK

## MAINTENANCE POLICY DOCUMENT

**1. Introduction** The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

**2. Maintenance of Physical Facilities** In-charge of the civil section shall look after the maintenance of physical infrastructural facilities. The services of plumbers, electricians, carpenter and computer analysts are available round the clock in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc.

**3. Maintenance of Classrooms, Furniture and Laboratories** Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Principal. The in charge teachers report to the administration periodically for all the maintenance works. Emergency maintenance repairs are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories.


**4. Maintenance and Utilization of Library and Library Resources** The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. By the housekeeping staff members cleaning done regularly and carefully.

**5. Maintenance and Utilization of Seminar Halls** Seminar halls cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form available with office through Principal and the date of event is registered and the halls are accessed on priority basis.

**6. Maintenance of Computer and Accessories** The college has adequate number of the computers with internet connections. Computer maintenance and peripheral repairs, replacements are either carried by technical support staff and outside service agency. The upgrading of the computers and the maintenance required are done by the service agencies. The students use computers for preparation of lesson plans and practical's like Intel program. This laboratory is utilized by B.S.W and M.S.W students.

**7. Maintenance of Lab Equipment** The respective faculty members, staff, and other service personnel are given responsibility to maintain the equipment under their purview. Dead Stock register is maintained and updated regularly and verified during academic audit. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Authority.

**8. Sport Facilities:** The sports complex has Cricket, Thug of war, kabaddi, Volleyball, Badminton etc facilities. Sport In-charge is appointed for smoothly functioning of all the said activities. Through experts guidance & training in various sports and games activities is provided. These facilities can be utilized as and when required with prior permission of the parent institution

  
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