INFRASTRUCTURE – MAINTENANCE AND UTILISATION POLICY

PREFACE

Naipunnya School of Management, Cherthala **(NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence. In 2023, Naipunnya College achieved a significant milestone by being accredited with an A grade by the National Assessment and Accreditation Council (NAAC). This recognition underscores our commitment to academic excellence and continuous improvement. In 2024, the college further strengthened its credentials by receiving approval from the All-India Council for Technical Education (AICTE). Additionally, Naipunnya College is recognized under Section 2(f) of the University Grants Commission (UGC) Act of 1956, affirming our adherence to the highest educational standards. In a dynamic educational environment, the effective management and upkeep of infrastructure are crucial to sustaining the quality and functionality of our facilities. Naipunnya College is dedicated to ensuring that our infrastructure—comprising buildings, equipment, and technological systems—remains in optimal condition to support our academic and administrative objectives. This Infrastructure – Maintenance and Utilisation Policy establishes a comprehensive framework for the systematic maintenance and efficient use of the College's physical and technological assets. It is designed to enhance the longevity and performance of our infrastructure by outlining clear procedures for routine maintenance, corrective actions, and the responsible use of facilities and equipment.

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1. POLICY STATEMENT

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc. "To ensure that all maintenance activities in the Institute are conducted in a planned manner and are consistent with the Vision and Mission of the Institute and in line with prescribed standards/specifications and guidelines." This Policy forms a part of the NSMCs Strategic Plan. It demonstrates the Institute's commitment to planning and constructing new infrastructure and maintaining the existing one in a strategic, cost-effective, environmentally safe, and timely manner in line with the latest norms and standards/Guidelines. The institute complies with the standard Construction and maintenance practices as per the government-approved procedures and guidelines issued from time to time.

Objectives

a) To maintain equipment and amenities in proper order
b) To maintain the print and digital resources in proper order.
c) To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation be done.
d) To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
e) To ensure proper maintenance of IT Network and CCTV cameras within the campus.

2. SCOPE

Scope The scope of this policy shall cover the following:

- New construction of buildings/Infrastructure
- Repair and maintenance of existing buildings/Infrastructure
- Electrical and Mechanical Infrastructure
- ICT Infrastructure Departments and Laboratories
- Sports facilities.

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3. SHARING OF RESOURCES

i. To provide the infrastructure facilities like the seminar halls and auditorium as well as classrooms for the conduct of programmes by the Naipunnya Charitable Society, University of Kerala, Govt. of Kerala and Govt. of India, but these programmes should not intervene with the normal functioning of the college.

ii. The library facilities to be open to the Research scholars from outside institution free of cost

4. MAINTENANCE COMMITTEE

Following are the members of maintenance committee; Exe. Director will be the convener of this committee.

Sl. No	Designation	Responsibility
1	Exe. Director	Chairman
2	Principal	Convener
3	Asst. exe. Director	Asst. Convener
4	IQAC coordinator	Member
5	Finance officer	Member
6	Maintenance supervisor	Member

The maintenance supervisor shall be appointed by the Principal to look after all the maintenance related activities of the institute with assistance from other staff. The systems maintenance section is headed by a Professor who shall be responsible for maintaining computer and ICT facilities.

5. MAINTENANCE OF FACILITIES

5.1 Class Rooms

i. Every department has a faculty member in charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights, and ICT facilities.

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ii. The in-charge will inform the Assistant Executive Director through HoD if anything needs to be repaired in the classroom.

5.2 Computer and ICT Facilities

i. All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, campus Wi-Fi and internet connectivity throughout the institute.
ii. Maintenance of ICT facilities will be done by IT Administrator.
iii. Maintenance of computer systems is carried out by IT administrator and computer science department. If the administrator / department is not able to resolve the issue, the problem is referred to the technician. In case the problem persists, the same is referred to the outside vendor.
iv. The functioning of college internet facility is monitored and maintained by the hardware technicians in association with Network administrator.
v. Fiber Optic cable issues are maintained with the support from vendor.
vi. Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

5.3 Building & Furniture

i. Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring, and painting of structures.
ii. It will monitor housekeeping, the cleaning of water tanks, and sanitary arrangements.
iii. The housekeeping supervisor will be in charge of the maintenance of infrastructure.
iv. Small repairs and maintenance are carried out in-house, whereas contractor services are obtained for major maintenance requirements.
v. Annual inspections will be done by the maintenance committee.
vi. Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.

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vii. The internal operating procedures are followed for maintaining the furniture in the institution.

5.4 Electrical Systems

i. Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any fault.
ii. Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
iii. Adequate number of UPS are installed in each department to ensure uninterrupted power supply for all computers.
iv. Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.
v. Electrical Systems Maintenance is managed by electrical supervisor.

5.5 Sports and Games Facilities

The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

5.6 Library

i. The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
ii. The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal/Bursar in written by the librarian.
iii. The librarian has to confirm the entry of the new books to the stock register.

5.7 Hostel Infrastructure

i. Hostel Committee consisting of the Manager, Principal, Warden, Hostel Wardens, Mess Warden and the Bursar.
ii. Rules and regulations instructed by the Hostel Committee for the discipline and mess administration of the hostel should be kept by the inmates of the Hostels.
iii. The Hostel warden has to be vigilant in maintaining the discipline of the hostel.

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iv. The periodic repair of the hostel infrastructure is to be carried out by the Warden and the Bursar.

v. An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

5.8 Other Facilities

i. Drinking water facility is maintained with periodic testing of the quality of the water. The housekeeping supervisor is responsible for ensuring the quality of the water.

ii. General supervisor is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.

iii. The housekeeping supervisor is responsible for maintaining adequate manpower to maintain the cleanliness of the campus, classrooms, staff rooms, seminar halls and laboratories, wash rooms, and rest rooms for good ambience.

iv. The green cover of the campus is well maintained by full-time gardeners as well as contractual labour. The general supervisor will be the responsible person for this.

v. The campus security is monitored through surveillance Cameras and is managed by IT administrator.

vi. The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of Asst. Exe. Director.

6. GENERAL MAINTENANCE PROCEDURE

i. Any problem that occurs in a department is represented to the maintenance supervisor through a letter/mail.

ii. The supervisor deputes a skilled person/technician to attend to the specific problem

iii. The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper request.

iv. If the material needs to be procured from outside, permission must be obtained from the Asst. Exe. Director on recommendation of maintenance supervisor.

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v. Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library,
sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.

vi. While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

7. TYPES OF MAINTENANCE

Maintenance is defined as the work required to preserve or restore buildings and equipment to their original conditions or to such a condition that they can be effectively used for the intended purpose, ensuring the ongoing operation of the campus. The institute conducts the following types of maintenance:

7.1 Routine Maintenance

Routine maintenance involves scheduled or planned activities funded by the annual budget, aimed at preserving or attaining the expected lifespan of fixed assets (such as buildings and equipment) or maintaining a specific level of performance. This type of maintenance is carried out to ensure they achieve their projected lifespan and optimal performance.

7.2 Preventive Maintenance

A planned and controlled program of periodic inspection, lubrication/oiling, and replacement of components and cleaning is done to extend the useful life of building systems and keep them operating near the design level.

7.3 Scheduled Maintenance

Scheduled maintenance involves periodic tasks such as repairs, cleaning, or component replacements, performed at set intervals to prevent malfunctions or failures. This type of maintenance is carried out according to a fixed timetable and includes activities such as inspections, adjustments, routine servicing, and planned shutdowns.

7.4 Corrective Maintenance

Corrective maintenance involves addressing defects identified in civil, electrical, or ICT infrastructure during its operational lifespan. This includes issues such as cracks, leaks, damaged plaster, or equipment breakdowns.

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8. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Person in charge: 1) Principal 2) IQAC Coordinator

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