

Government Thakur Ranmat Singh College Rewa (M.P.)

DOCUMENT TITLE



INFRASTRUCTURAL DEVELOPMENT AND MAINTENANCE POLICY



By
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Government Thakur Ranmat Singh College,
Rewa (M.P.)





**GOVERNMENT THAKUR RANMAT SINGH COLLEGE, REWA
(M.P.)**



'A' Grade Accredited by NAAC (CGPA 3.35)

INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE POLICY

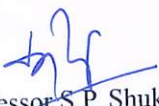
FOREWORD

Infrastructure is much more important than architecture

Students are the key stakeholders of an institution. The institution is responsible for and the all-round development of the students that grooms the students into a diligent, honest and responsible citizen as well as worthful ambassador of change in society and the nation. Institutional Quality Initiatives largely depends on Quality of Infrastructure developed. Sound infrastructure lays foundation of Quality Learning.

The Physical facilities like well-developed sports grounds for indoor and outdoor events, Well Equipped Libraries, computer centres, learning management system, IT technology resources, Buildings, classrooms, laboratories, and equipment crucial elements of learning environments in colleges. High-quality infrastructure facilitates better instruction and improves student outcomes.

The Government Thakur Ranmat Singh Rewa strives to develop better infrastructural facilities and ensures optimal use of resources available. With the increasing number of enrolments infrastructural facilities have largely increased in the college. For the purpose of optimal utilization of infrastructural facilities, a viable infrastructural development and infrastructure maintenance policy is formulated. The Institution conducts the need-based review of facilities and ensures it's proper maintenance. The existing Facilities existing in the premises, Class rooms, Laboratories, Library, gardens, sports, and utilities are monitored, maintained and upgraded as needed.


Professor S.P. Shukla
Coordinator IQAC




Dr Arpita Awasthi
Principal

VISION

The College envisions to harness the students with a focus on Quality enhancement, Quality sustenance, Innovation and Research to prepare skilled manpower of head, heart and hand to meet the challenges being posed by the globally operating Scenario.

MISSION

- ☐ To promote teaching-learning and academic Eco-System with a view to ensure Employability, Research and Innovation.
- ☐ To promote quality research and scientific temper, ensuring efficient delivery *through self-evaluation, assessment and accountability.*
- ☐ To inculcate among the students' human qualities of compassion, co-operation and co-ordination with the community as a sense of institutional social responsibility and inculcating in them the moral virtues.
- ☐ To prepare the students in accordance with the requirements of global society.
- ☐ Introducing skill based Professional Courses conducive to Employability, Entrepreneurship

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1. Preamble

- 1.1. The Policy is entitled as 'Infrastructure development and maintenance policy that mentions guidelines for institutional initiatives of Infrastructural development and Infrastructural maintenance ensuring optimal utilization of infrastructure to the utmost satisfaction of the students the key stakeholders. Regular monitoring, maintenance of infrastructural facilities learning environment and reduces grievances of the students regarding availability of facilities existing in the premises. The Policy is framed as per requirement of the Institution. The regular maintenance of facilities is ensured through Annual maintenance contract (AMC) is ensured in the institution. The committee has been constituted for the purpose of generating resources apart from the regular budgeting procedure of the college to assure development of Infrastructure and its regular maintenance as per need of the students.

2. Objectives-

- 2.1. The Broad objective of the policy is-

- 2.1.1. To monitor the requirement of the Institution.
- 2.1.2. Maintain the facilities existing
- 2.1.3. Enhancing the facilities according to the need of the institution
- 2.1.4. To monitor the better utilization of the infrastructural facilities
- 2.1.5. Maintenance of laboratories, utilities, Drinking water facilities
- 2.1.6. To ensure that the facilities are not being damaged
- 2.1.7. Maintenance of green campus
- 2.1.8. Regular maintenance of Buildings, Girls common room, toilet facilities for boys and girls
- 2.1.9. Maintenance of Clean and hygienic campus
- 2.1.10. CCTV cameras installed at major places for surveillance of student's activities
- 2.1.11. Maintenance of class rooms, sports facilities
- 2.1.12. Maintenance of Computing, internet, Wi-fi facilities

3. Scope-

The Policy is applicable to all the Departments, Sports complex, NCC unit, Redcross Unit, Offices, utility devices. The rules and regulations shall also apply to HOD's, faculty members, Staff and students for monitoring and caring facilities existing in campus. The Faculty members, Staff of the College and the students are expected to comply with this policy of Institution.

3.1. Physical Facilities-

Government Thakur Ramat Singh College Rewa is one of the premier and oldest Institutions of state with huge buildings and ample infrastructure to cater the need of the students. The College is a co-ed institution with current enrolled strength of 11347 students.

The College has 46 Spacious Class rooms 06 laboratories 01 staff rooms, recently developed hostel facility for girls, central library, research library, girls' common room, canteen,

playground for the sports academic and extracurricular activities. The College maintains the physical facilities to ensure smooth teaching learning atmosphere. The College Strives to add more to infrastructural facility and for the purpose new construction work of an Academic Bloc, Science labs, separate library building, Class rooms have been done put of Funding from different agencies.

3.2. Academic and Support facilities-

The College has a multi-purpose auditorium for organizing seminars workshops cultural literary extracurricular and co-curricular activities. The auditorium is equipped with a stage and resting capacity of 300 students. The auditorium is equipped with ICT facility like motorized Screen and equipment's required for organizing the academic events. The College has ICT enabled Class rooms, 18 master class-rooms with interactive Boards and projectors to facilitate ICT based learning. The faculty of the departments makes use of the ICT enabled facilities at their convenience.

3.3. Lab Facility-

The College developed 07 computer labs having 350 computers with Internet facility. The Department of English has a language lab where the students are taught to improve their skill of communication and language. There are 09 Laboratories existing in the college for the students of Science faculty and Geography equipped with equipment's required for the practical work. The College has proposed the Construction of 04 spacious laboratories for Physics, Chemistry, Zoology and Botany.

3.4. Library Facility-

3.4.1. The Central library of the College is equipped with E-resources for learning through INFLIBNET and N-list program. The College has developed a well-equipped E- library with adequate facilities of research. The central library of the College is equipped with reference books Text books, e- devices, with INFLIBNET 'N' list program.

3.4.2. The library subscribes Research Journals, Magazines to facilitate the students undertaking research activities and preparing for Competitive exams. A well-equipped research library exists for the faculty members and research scholars. Students access to INFLIBNET 'N' list programs is ensured. The entire College is equipped with Wi-Fi, Swan, LAN and internet facility. Each department of the College is provided with a departmental library equipped with computer and internet facility.

3.4.3. Sports Facility- The College had highly developed sports facilities such as multi-facility indoor sports complex, Indoor badminton court, lawn tennis court, handball court kho-kho, kabaddi, volley ball-02 court, table tennis, wrestling Indoor and outdoor basketball, facility. The outdoor sports facilities are provided to the students for outdoor events. Sports Stadium has been developed for Hockey, cricket, football and Athletics events. An eight-lane track of 400 meter exist in the Institution. The college has adequate policy to promote teaching and Learning facilities.

A robust Infrastructure development and Maintenance Policy is key to smooth functioning of such a huge Institution

4. Implementation

The committees/boards shall be constituted by the Institution comprising of senior faculty members, technical experts in case of civil construction and procurement of supplicated lab equipment's or computing equipment's. The institution should have-

- Campus Development, planning, and Quality assessment committee
- Purchase Committee
- Tender Committee
- Planning Board
- Procurement and Maintenance of Equipment's Committee
- IT Cell and website updating Committee
- Environment Protection Committee
- Monitoring Committee
 - Cleanliness and Hygiene Monitoring Committee
 - Campus Officer (Male/Female) Monitoring Committee

5. Policy guidelines

The College shall ensure transparency, probity in utilization of financial resources of the Institution of resources generated through funds from the Government, RUSA, UGC, World bank or other bodies. The College Should have proper mechanism such as committees/ boards for initiatives of infrastructure development and Infrastructure maintenance. The Proposals for Infrastructural development prepared and submitted to the funding agencies, Government should go under minor scrutiny. The maintenance of infrastructure is done in accordance with annual maintenance contract.

5.1. Civil Work-

The Construction, Renovation, Maintenance of buildings are done agencies authorised for construction and renovation such as- PWD, CPWD, Housing Board Society as per Instructions of the Government. Planning Board of the colleges prepares proposals and submits to the Government for new construction, renovation and extension of Physical Infrastructure. Partial renovation and maintenance of building and other physical infrastructure is done by the authorised construction agencies through e-tenders, open tenders as needed complying with Government rules and regulations. Purchase and procurement are done according to rules and regulations of MPFR (Madhya Pradesh Financial Rules- 2015 and amendments so far). AMC is conducted for minor repair works of civil nature.

5.2. Sophisticated tools and laboratory Equipment's

The College procures updated new equipment's on regular basis for Library, Laboratory and departments. The Equipment's purchased with time bound warranty are covered under AMC from the Agency or manufacturer supplying the item. He/she is responsible for maintenance and replacement of the items if needed. For the rest Items the colleges conduct annual contract for maintenance through inviting tenders/and quotations for the entire academic session.

5.3. Safety and Security-

The safety and security of the equipment's is essential. For the better implementation the policy the College should have trained technician/assistants. The College should ensure fire safety measures in the departments, library, Laboratory and Offices. The College should observe statutory fire safety regulations, conduct fire audits regularly. Fire safety drills should be conducted to train the staff in fire safety measures. The College should have adequate plans for disposal of chemical waste.

5.4. IT and computing Maintenance Facility

The College has Computer labs for BCA, B.Com. (CA), MSc. CS students. The computer labs are utilized by the students in shifts. Proper maintenance of the computers in computer labs and Offices are needed. The College ICT enabled Class rooms, smart class rooms, CCTVs installed in the campus and class rooms. Proper AMC should be in Place for better use and application of ICT Facilities. The college should have AMC for maintaining the CCTV devices so as to monitor the activities of the students in the campus, sports ground and other places of student gatherings.

5.5. Drinking water facility

Pure drinking water facility is essential amenity for the students and staff. It is necessary to maintain proper water supply, ensure proper functioning of water coolers, maintenance of RO's installed in the Campus, in the departments and each wing of the College.

5.6. Maintenance of girl's common room and utility devices

Proper maintenance of girl's toilet, Cleanliness and hygiene, other utility devices should be observed in the girl's common room. A sound mechanism is needed to ensure security and safety of the female students.

5.7. Library/laboratory updating and maintenance

The College should have mechanism to maintain library and laboratory through updating the resources and enhancing the facilities.

5.8. Green campus

Green campus initiative is one of the best practices of the college. The College has developed 03 Botanical gardens with variety of medicinal plants, herbs and ornamental plants. Proper maintenance of Botanical gardens is essential. The Garden in the campus is maintained by the gardeners. Proper waste management of the waste generated in the garden should be managed and recycled through vermi-composting pits and waste management policy.

5.9. Cleanliness-

Maintaining Healthy and Hygienic condition in the Camus is essential. The Faculty, Staff and students should be motivated towards healthy, hygienic and cleanliness practices. Regular cleaning of washrooms, campus premises, class rooms is essential. Motivational workshops. Cleanliness drives under 'Swachchh Bharat Abhiyan' should be conducted for the students to train then in the Social and ethical values.

6. Amendments-

- The Institute shall monitor the Infrastructural development and maintenance policy every year. The need-based revision, amendments, after review of policy may be initiated and included in the existing policy.
- AMC's should be monitored and be replaced as needed with the recent ones.

7. Publication of the Policy

- The Infrastructural development and maintenance policy should be widely publicized to motivate stakeholders towards the observance.
- The Institutional policy should be hosted on institutional website for public and students view.

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