

**SESHADRIPURAM EDUCATIONAL TRUST**

**SESHADRIPURAM COLLEGE**

(Permanently Affiliated to Bengaluru City University)

NAAC Accredited 'A'

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## **Internal Quality Assurance Cell**

**Procedures and Policies for maintaining and utilising physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.**

### **Maintenance Policy 2019-20**

#### **I. PURPOSE**

For the smooth and efficient functioning of any institution it is important that various stakeholders feel supported in terms of adequate infrastructure and human resource assistance. These aspects require review, maintenance and upgradation from time to time. Hence, it is important that the institution has a maintenance policy that acts as a guiding framework for the same.

#### **II. SCOPE**

The policy encompasses various infrastructural and human resource aspects of the institution. It focuses on framing and upkeeping of a transparent system where responsibilities of maintenance is clearly delegated and fulfilled for the efficient functioning of the organisation.

All stakeholders-students, teachers, staff, parents, principal and management are involved to various degrees in this matter.

#### **III. POLICY STATEMENT**

The policy may be divided into the following areas and aspects:

- Maintenance, repair work, upgradation of the **building** i.e., the classrooms, staff rooms, office areas, seminar hall, conference hall, auditorium, library, gymnasium, labs etc...
- **Electrical maintenance** consisting of-lights, fans, elevator, generator, wiring etc..

- **Equipment maintenance** i.e., the upkeep of computers, printers, photocopying machines, scanners, projectors, speakers, sports equipment etc..
- **Water maintenance** includes upkeep of taps, plumbing, drainage system, rain water harvesting, motor, borewell, sump etc..
- **Space management** consists of management of space in terms of availability of various infrastructure such as halls, auditoriums and galleria for various programmes organised in the college.
- **Technology maintenance:** This includes management of telephone, internet, fax and so on
- **Health and Safety Compliance** consists of waste management, maintenance of campus cleanliness of the campus.
- **Emergency Protocols** includes methods to maintain fire safety and provision of first aid and security.

#### IV. ALLOTMENT OF RESPONSIBILITY

The Management, Head of the Institution, Director, administration and IQAC coordinator are responsible for ensuring the maintenance of all aspects of the institution in terms of approval of work, planning and overseeing.

Staff, students and parents are welcome to bring to notice any work required in terms of maintenance of campus.

It is the responsibility of all stakeholders to play their role in maintaining the campus.

#### V. DOCUMENTATION

Documents are to be maintained by the administrative staff regarding the status of infrastructure, maintenance, repair work and any contracts, approval copies regarding the same.

#### VI. FEEDBACK AND SUGGESTIONS

Regular feedback is to be collected regarding campus infrastructure and provision of facilities from all stakeholders. Measures are required to be taken in accordance with the feedback.

  
 Principal  
 Seehadripuram College  
 Seehadripuram, Bangalore-560 020.