



# Acharya Institute of Management and Sciences

## Infrastructure and Maintenance Policy

## **1. Infrastructure and Maintenance Policy**

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### **1.1. Preamble**

AIMS Institutes shall provide adequate infrastructure facilities to ensure holistic development of students and ensure that the assets are adequately maintained.

### **1.2. Scope of the Policy**

AIMS Institutes have physical infrastructure spread over 5 Blocks – A, B, C, D and E in its campus in Peenya and student accommodation facilities in Bagalkunte. This policy is applicable to all members of AIMS Institutes and permeates all academic, administrative and support process and services.

### **1.3. Infrastructure and Maintenance Committee**

A committee shall be constituted to ensure implementation of the policy and the composition will be as follows:

- Principal – Chairperson
- Registrar
- Director Finance
- Maintenance Manager
- Facilities Manager
- Librarian
- Senior IT Staff / IT Admin
- Warden - Accommodations
- Student representative
- Admin Manager – Member Secretary

### **1.4. Roles and Responsibilities of Infrastructure and Maintenance Committee**

The committee bears the responsibility to ensure, augment and maintain infrastructure of the institution so as to ensure conducive and accessible environment for the teaching learning process and holistic development of the students.

The committee will

- Assess infrastructure needs of the institution;
- Implement plan for infrastructure establishment and augmentation;
- Establish guidelines to maintain and monitor the infrastructure;
- Ensure effective utilization of available infrastructure;
- Ensure compliance with the standards for infrastructure protection and safety;
- Ensure maintenance of stock registers.

### **1.5. Academic facilities for Teaching, learning and research**

AIMS Institutes shall strive to provide an ambience for effective teaching and learning by providing

- 1.5.1. Classrooms with ICT facilities and required furniture.
- 1.5.2. Laboratories for Computer Science, life sciences, performing arts, psychology, hospitality and tourism and social sciences
- 1.5.3. Library and information center with all required learning resources, reprography and internet facilities.
- 1.5.4. Centers and offices for examinations and research
- 1.5.5. Facility for creation of e-content

## **1.6. Support facilities and inclusive campus**

AIMS Institutes shall create and augment

- 1.6.1. Seminar halls, AV Rooms, Auditorium and amphitheater for academic, co-curricular and extra-curricular activities;
- 1.6.2. Facilities for sports, games, yoga, physical fitness and cultural activities;
- 1.6.3. Technologically equipped office spaces for faculty and admin staff; and spaces for support staff;
- 1.6.4. Facilities for focus centers, corporate relations, mentoring, quality assurance and incubation;
- 1.6.5. Accommodation facilities for students;
- 1.6.6. Accessible facilities and learning environment to support Divyangan students;
- 1.6.7. Canteen and pantry facilities for staff and students;
- 1.6.8. Transport facilities for staff and students;
- 1.6.9. Green campus by ensuring
  - 1.6.9.1. green cover in and around the campus through planting trees, gardens, vegetable and herbal gardens; Facilities for collection and segregation of waste and its appropriate disposal;
  - 1.6.9.2. Facilities for composting of garden and kitchen waste;
  - 1.6.9.3. Facilities for solar energy, rain water harvesting and underground water-level re-charging

## **1.7. Maintenance Policy**

### **1.7.1. General Maintenance of Academic and support facilities**

- a. Admin Manager will physically check the status of class rooms, labs and support facilities in each block and records necessary maintenance work to be carried out prior to commencement of classes / labs / events. Status report shall be submitted to the Registrar for further actions, if any. Admin Manager shall coordinate with the maintenance department to carry out necessary repairs and maintenance.
- b. Additional request for any maintenance / repair can be registered in the maintenance register placed at the reception. Manager Admin shall verify the register on a daily basis and communicate to the Manager maintenance. Manager Maintenance shall verify the nature of the request registered and whether it can be handled by the in house maintenance staff or not.

- c. If the work can be completed with the in house staff, it should be time bound and Manager Maintenance should record the progress of the work in the maintenance register on a day to day basis. If the work has to be attended by the external resources, then the same should be organized by the Manager- Maintenance after obtaining the approval from the Director- Administration or CEO.
- d. Manager Maintenance shall supervise/ monitor the work in progress personally for the both in house and out sourced work in progress. On completion of work, it is to be certified by Admin Manager who shall communicate to the user department accordingly.

#### **1.7.2. Maintenance of laboratories**

Labs maintenance will be taken care of by respective lab staff. Stock register will be maintained for each lab and stock verification carried out on a regular basis. All laboratories shall be utilized for academic purposes and during scheduled timings only. Students shall enter login and logout time in the log book.

#### **1.7.3. Maintenance of Library**

The librarian will be in charge of the library and its maintenance. All purchase requirements and measure for effective functioning of library will be handled by library committee.

#### **1.7.4. Maintenance of ICT facilities**

All ICT infrastructure including projectors, computers, laptops, ipads, EPBAX, CCTVs shall be maintained by the qualified system administrators with the support of qualified electricians and Manager Maintenance.

#### **1.7.5. Maintenance of Canteen facilities**

Head of BHM Program will be in charge of the operations of the canteen and its maintenance. All such activities shall be coordinated with Admin Manager.

#### **1.7.6. Maintenance of Health center**

Qualified nurse shall be in charge of the operations and maintenance of the health center. All procedures to ensure maintenance of equipment and disposal of clinical waste shall be followed to ensure adherence to mandated norms.

#### **1.7.7. Green campus maintenance**

A team of gardeners and support staff will ensure maintenance of the green cover in the campus under the supervision of Admin Manager. Department of Sciences will ensure tagging of all flora. Manager Maintenance will supervise the facilities for rain water harvesting, solar panels, installation of LED lights, segregation of waste and composting of dry and wet waste.

#### **1.7.8. Maintenance of electrical and electronic appliances**

Maintenance of all electrical and electronic appliances including CCTVs, refrigerators, ovens, other kitchen appliances, air conditioners in the campus and accommodation facilities are carried out by qualified electricians who are fulltime employees of the institute and AMC will be entered into for all other requirements.

#### **1.7.9. Maintenance of RO treatment plant**

Potability of drinking water will be checked periodically by Manager Maintenance and service carried out by as per schedule by trained staff.

#### **1.7.10. Maintenance of vehicles**

- a. Admin manager shall examine the vehicles (Both Heavy & light) and its log book entries on a daily /weekly basis. Any repair and maintenance work to be done should be brought to the notice of the Registrar.
- b. Fuel will be filled once in a week under the supervision of Admin Manager.

#### **1.7.11. Campus Cleaning and Maintenance**

Housekeeping staff will engage in cleaning activity for the allocated areas / blocks as per schedule each working day. They shall clean the tables, chairs, computers and other furniture and fixtures available at the department and class rooms, Labs and all support facilities. Admin Manager shall physically check the cleanliness of the campus, communicate to the Housekeeping staff for any cleaning has to be done other than the routine ones and maintain the records pertaining to the work carried out on a day to day basis.

### **1.8. Utilization of Infrastructure Policy**

- a. **Class Rooms:** Admin manager will prepare the classroom allotment chart based on the strength of the students in each program prior to commencement of semester, gets approval from Registrar and communicates the status with the program heads. Request for additional requirements to be made to Registrar at least 24 hours in advance.
- b. **Labs:** Requisition for Computer labs to be made to office of Dean – IT who will allocate the computer centers as per requirements. BHM labs, business labs, psychology and performing arts laboratories will be allocated by respective program heads.
- c. **Library:** The librarian will be in charge of the library and its maintenance. All purchase requirements and measure for effective functioning of library will be handled by library committee. Maintenance of library software will be handled by qualified systems admin through AMC.
- d. **Common facilities:** Common facilities include auditoriums, amphitheaters, AV-Room, Board Rooms, seminar halls shall be utilized for organizing conferences, seminars, guest lectures, exhibitions and cultural events. Requisitions to be forwarded to Registrar in prescribed format. Admin manager shall verify the availability of the resources as per the date and time & purpose mentioned in the requisition and take approval from the Registrar. Admin manager will coordinate with the user department for necessary arrangements to be made at the venue.

- e. **Sports facilities:** will be used for training and conducting events in sports and games of the institute and affiliating university. Requisitions to be forwarded to Registrar in prescribed format.
- f. **Additional ICT facilities:** Classrooms, labs and most common facilities are already equipped with ICT facilities. In case of any additional requirements, request to be made to Registrar at least 24 hours in advance. Classrooms and labs to be utilized as per the prescribed timetable only. Only system admins are authorized to handle ICT facilities. Students are not permitted to use classrooms or teaching aids without prior permission of concerned faculty.
- g. **College vehicles:** Regular schedule of the Bus services between Hostel and College shall be prepared by the Transport In-charge in consultation with the Registrar, prior to the commencement of the classes. Copy of the approved schedule should be circulated to the Bus drivers, Manager Accommodations and the Academic Program heads. For Special Services, request form for any additional /special service of the college bus / cars should be submitted to the Registrar by the user department at least 24 hrs. in advance. On approval, Admin Manager shall verify the availability of the vehicle and accordingly intimate vehicle number and driver details to user department. Arrangement for the toll charges/ parking fees etc. will be made with the accounts department (in case it is required). Driver of the vehicles shall record the km opening and closing in the logbook for each trip and obtain signature from the guest/coordinator.

## 1.9. Purchases

### 1.9.1. Purchases for maintenance

- a. Budget for the repair and maintenance shall be prepared by the Manager Maintenance and submitted to Director Finance through Registrar for approval.
- b. All purchases made by shall be recorded properly in the inward register for stock and all materials used as part of repair and maintenance shall be recorded in the outward register, both maintained by Manager Maintenance.
- c. Copy of the list of material moving out from the maintenance store shall be submitted to the Registrar.
- d. Security supervisor shall verify the list of material moving in and out of the campus against the list submitted and raise the gate pass accordingly.
- e. Stock verification has to be conducted once in a year.

### 1.9.2. Budgeted Purchases

- a. Program heads shall submit any requirements for labs and its consumables in the annual budget to Registrar.
- b. Budget will be placed in the Finance committee meeting for approval.
- c. On approval of budget, quotations are invited from vendors which are shortlisted and then approved by the finance committee.
- d. Items purchased are received by Admin Manager and forwarded to

- IT admin (for computers, consumables and related items) who will make entry to the stock register and forward item to requesting department/program
- Requesting departments after entries made in the respective stock registers.

#### **1.9.3. Store & Purchases for BHM & canteen consumables**

- Purchase of commodities will be based on the indent raised by the chef with the approval of the program Manager.
- Indent for purchase shall be submitted to the store in charge at least 2 days in advance.
- Store in charge shall verify the stock position and prepare the purchase order after deducting the stock in hand.
- Purchase order prepared shall be verified by the Program Manager and shall approve it with the advance amount required etc.
- Purchased items shall be entered in the stock register by the store in charge before issue.
- Any item which is not used in the lab shall be taken back to the store under unused items.
- Store in charge shall obtain the approval for the purchased items from the chef in charge every time before submitting the bills to account office.
- All the bills should be verified by the chef in charge and the program Manager before submitting to the accounts office.
- Stock register shall be updated on a day to day basis by the store in charge and the same shall be produced on request.

#### **1.10. Security**

- Security Guards are deployed in the campus.
- Entry to the campus and exit is restricted through two gates only.
- Security Guards on duty shall check the ID cards and uniform of the students and permit them to enter the campus accordingly.
- Any outsider should be informed by the security guard to write their details such as purpose of visit, whom to meet, contact number etc. on a register placed with the security.
- Any material brought to the campus shall be checked by the security guards and shall enter it on the register.
- Materials that are returnable shall be mentioned clearly in the register.
- Materials going out (returnable & non-returnable) of the campus shall obtain Gate pass from the reception desk and the duplicate copy of the gate pass shall be filed with the security supervisor.
- Security supervisor shall verify the materials mentioned in the gate pass against the physical and the same shall be entered in the register kept at the security gate.
- Any Material mentioned as returnable shall be checked on its re arrival against the Gate pass issued at the time of issue. And any discrepancies noticed should be recorded by the security supervisor and the same should be brought to the notice of the higher-ups.
- Security guards on duty shall be vigilant and observe any suspicious movements inside the campus.

- k. Visitors shall use the gate no -01 their details shall be entered in the register on their arrival.
- l. Security supervisor shall check and verify the register periodically.
- m. Security supervisor shall do surprise check in the campus on holidays to make sure that the security guards in place and only one gate is open for any entry and exit.