



# **Post Graduate Government College for Girls Sector 42, Chandigarh**

**(A Premium Multi-Faculty NAAC Accredited Grade 'A' Institute)**

**Affiliated to Panjab University, Chandigarh**

## **Maintenance Policy**



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## 1. Aim of the Policy

The Post Graduate Government College for Girls, Sector 42, Chandigarh is committed to provide an inclusive holistic education system in sync with the changing times. The college follows a well-framed quality assurance policy to ensure maintenance and improvement of standards of Higher Education. With an enviable internal organizational structure as its forte, it boasts of smooth effective and result-oriented functioning of the college.

Infrastructure being integral to quality education, its maintenance also requires planning and timely execution. Hence, the aim of Maintenance Policy is to ensure proper functioning and timely intervention for the upkeep of the college infrastructure.

## 2. Objectives

- To ensure optimum use of infrastructure.
- To enable timely maintenance.
- To ensure transparency in procedures of maintenance.
- To ensure that equipments are always in arranged and in reliable state.

## 3. Scope

All the stakeholders of Post Graduate Government College for Girls, Sector 42, Chandigarh including Principal, teaching and non-teaching staff, students, parents and all those associated with the college who uses its infrastructure and other facilities shall adhere to the Policy.

## 4. Policy statement

The maintenance of infrastructure is carried out at two levels:

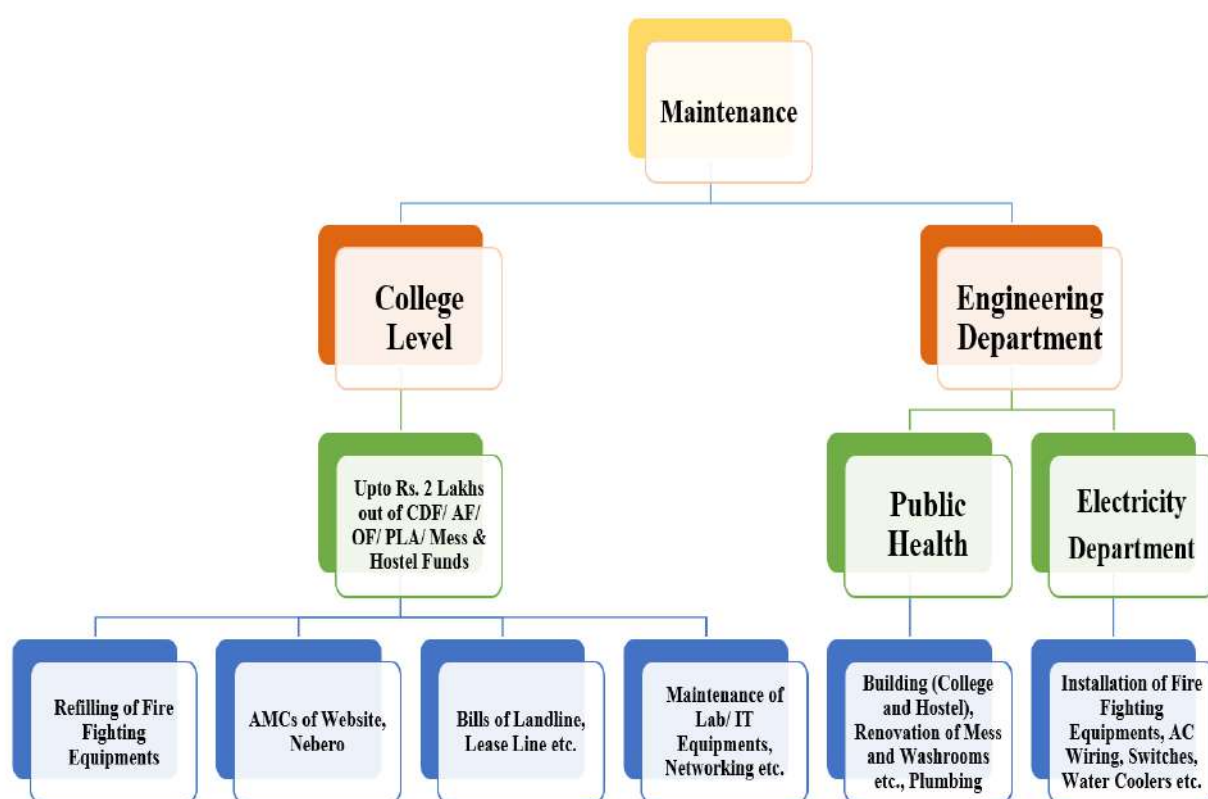
- College Level for expenditure below Rs. 2 Lakhs
- DHE level for expenditure beyond Rs. 2 Lakhs

The college follows a proper procedure, as per the government rules, for maintenance. A request in this regard by any department head/faculty is accompanied by a sanction form duly filled and approved by the principal. The purchase of spare parts/ product/ repair etc. is made from GeM.



In case the facility or product is unavailable on Gem, an NOC as per government rules is initiated and then the purchase is made from the open market.

The college has a dedicated caretaker who is entrusted with the job of maintaining the college infrastructure viz a viz furniture, electricals, hostel, building etc.



#### 4.1 Laboratory Equipment

The laboratory equipment, apparatus and materials such as chemicals, maps, sheets etc are purchased out of the PLA fund of the concerned department as per norms on the GeM and verified by the purchase and inspection committee. The products are then entered in the stock register (consumable/non consumable) of the particular department. Annual stock checks by faculty of other departments are conducted to ensure transparency. The periodic calibration, repair and maintenance of the apparatus and equipment is carried out by the technicians of the concerned companies as and when required.



## **4.2 Library**

The renewal of dedicated library software and purchase of journals and newspapers is done from OE fund while the purchase of books is made from M&S fund.

## **4.3 Sports Equipment**

The sports equipment is maintained out of M&S fund. The maintenance of two electric mowing machines is also done from OE fund.

## **4.4 IT Maintenance**

A dedicated technical assistant ensures the smooth functioning of computers, printers, toners, photocopiers, projectors, networking, routers, inverters etc. The expenses of maintenance are met out of O/E fund /department fund. The updation of the college website and internet facility is also met out of O/E fund.

## **4.5 Electricity and Water Bills**

These bills are paid out of the Water and Electricity Fund. The maintenance, if any, is undertaken by the engineering Department of Chandigarh Administration.

## **4.6 Campus Cleanliness**

The personnel appointed by the service provider ensure cleanliness of the campus especially the toilets. There are 176 toilets in the campus, out of which 149 are for women, 14 for men and 13 for differently abled. The cleanliness committee of the college monitors the hygiene and sanitation of the toilets on a regular basis. Toilets have recently been renovated under RUSA. The caretaker provides cleaning material such as brooms, phenol, soaps etc which are procured from the GeM out of OE Fund.

## **4.7 Drinking Water**

The water coolers fitted with water purifiers have been installed on each floor. Regular cleaning and water Audit is carried out to ensure safe drinking water. The Engineering department of the Chandigarh Administration also carries out Tank Cleanliness drives on the campus.



#### **4.8 Air Conditioning**

The ACs installed in the campus are maintained by the Electrical Department under the Engineering department of Chandigarh Administration. All complaints regarding AC maintenance are routed through the caretaker.

#### **4.9 Garbage Disposal**

To maintain proper sanitization in the college, the garbage is disposed off responsibly. The leaves and vegetable waste are sent to the vermicompost pit while the plastic and electronic waste is segregated into different coloured dustbins. The remaining garbage is disposed off with the help of the municipal corporation which lifts the waste regularly.

**Pest control/ Termite control drives** are carried out by the college as and when needed out of OE fund.

#### **4.10 Hostel**

The maintenance of college hostel is carried out regularly out of Hostel funds. The Engineering department is also involved in the renovation of hostel building infrastructure.

#### **4.11 Furniture**

All furniture including Almirahs, Chairs, student desks etc are also regularly maintained. If the furniture is beyond repair then the process of write off is initiated and the norms of Chandigarh Administration are followed.

### **5. Write-off Process**

Maintenance also entails write off of irreparable products. The administrative guidelines are followed to write off furniture, books, magazines, electronics and e-waste. The entire process is done under the supervision of the Write off committee chaired by the principal of the college.



## 6. Feedback/Suggestion Box

To ensure compliance of the maintenance policy, the stakeholders are free to give suggestions or complain against mal functioning through the suggestion box. The suggestion box is opened every week and complaint/suggestion if any is addressed as soon as possible if permissible under the rules.

### DISCLAIMER

The **‘Maintenance Policy’** is not a legal document. It has been created solely for reference purpose of stakeholders of Post Graduate Government College for Girls, Sector 42, Chandigarh. The college reserves the right to amend the policy as and when required. All efforts have been made to avoid errors and omissions. However, any error or omission made inadvertently would be rectified if brought to the notice of the authorities.