POLICIES AND PROCEDURES FOR MAINTENANCE OF INFRASTRUCTURE

De Paul College, Mysore ensures the smooth functioning and continuous enhancement of its infrastructure by implementing structured policies with real-time operational mechanisms. The policy not only addresses preventive and corrective maintenance but also defines the roles and responsibilities of all stakeholders involved.

1. OBJECTIVES
- To ensure optimal utilization, safety, and longevity of infrastructure.
- To promote a clean, green, and technology-enabled campus environment.
- To implement timely maintenance with minimum disruption to academic activities.

2. INFRASTRUCTURE MAINTENANCE STRUCTURE
A. MAINTENANCE COMMITTEE
- Chaired by the Principal and includes the Administrator, Heads of Departments, Office Superintendent, Development Manager, and supporting technical staff.
- Meets once every month to review maintenance status, prioritize issues, and approve action plans.

B. INFRASTRUCTURE MAINTENANCE TEAM (IMT)
- Consists of dedicated electricians, plumbers, carpenters, IT support, housekeeping supervisors, and gardeners.
- Operates under the Development Manager.

3. FUNCTIONAL DUTIES
Daily Duties:
- Classrooms, offices, and common areas cleaned before working hours.
- Restrooms cleaned and disinfected thrice daily.
- Inspection of electrical fittings, water supply, and IT infrastructure.

Weekly Duties:
- Dusting of fans, ventilators, and lights.
- Verification of lab safety, equipment working condition, and cleanliness.
- Minor repairs and touch-ups (furniture, plumbing, etc.)

Monthly Duties:
- Review of AMC (Annual Maintenance Contract) logs.
- Grounds and garden maintenance including pesticide spraying.
- Functional check of AV and fire safety equipment.

Quarterly Duties:
- Lab equipment calibration.
- Air-conditioner servicing.
- Deep cleaning of water tanks, sump, and sewage lines.

Annual Duties:
- Comprehensive infrastructure audit (by internal/external experts).
- Building painting and civil maintenance.
- Library stock verification and digital resource review.

4. LABORATORY AND DEPARTMENTAL MAINTENANCE
- Each department maintains a logbook of its equipment, damages, and service needs.

- Lab in-charge ensures calibration, AMC service requests, and material inventory updates.

5. CLASSROOM AND OFFICE MAINTENANCE
- Classroom in-charges ensure timely reporting of fan/light/furniture repairs.
- Office computers, printers, and copiers are serviced under IT staff and vendors.

6. IT AND DIGITAL INFRASTRUCTURE
- Real-time monitoring of campus Wi-Fi, biometric attendance systems, and e-resource access.
- IT team provides immediate on-call support for classroom/projector/lab issues.
- Servers and firewall settings checked bi-monthly.

7. GREEN CAMPUS INITIATIVES
- Rainwater harvesting and solar panel systems inspected every 6 months.
- Composting units and solid waste segregation monitored weekly.
- Green audit conducted once a year.

8. EMERGENCY RESPONSE MECHANISM
- WhatsApp group and maintenance helpdesk number active for 24/7 urgent issue reporting.
- Response time: Within 1 hour for major concerns; within 24 hours for minor issues.

9. ROLES AND RESPONSIBILITIES
- **Principal**: Overall monitoring and resource allocation.
- **Administrator**: Day-to-day operations and vendor coordination.
- **Development Manager**: Team supervision and maintenance tracking.
- **Heads of Departments**: Internal lab/classroom reporting.
- **Support Staff**: Ground-level execution and reporting.

10. BUDGET AND PROCUREMENT
- Infrastructure budget proposed annually based on committee recommendation.
- Emergency fund provisioned under miscellaneous head.
- Transparent procurement through quotations and management approval.

11. VENDOR AND AMC MANAGEMENT
- All specialized equipment (lifts, CCTV, fire alarms) under AMC.
- Vendor performance reviewed annually.
- New vendors are selected through a three-quote comparison and due diligence.

12. REVIEW AND REVISION This policy is reviewed biennially or in the event of major institutional infrastructure upgrades.

CONCLUSION Through a proactive maintenance policy supported by real-time systems and defined responsibilities, De Paul College, Mysore ensures its infrastructure supports its academic excellence and institutional growth.

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PRINCIPAL