



# NAGARJUNA COLLEGE OF MANAGEMENT STUDIES

(Affiliated to Bangalore University, Recognized by the Government of Karnataka)  
Chikkamarali Village, Doddamarali Post, Nandi Hobli, Chikkaballapur Taluk & District-562101

## INFRASTRUCTURE USAGE & MAINTENANCE POLICY

### 1. Introduction

Procedures and policies for maintaining and utilizing physical, academic and support facilities – classrooms, computers, laboratory, library, sports complex, etc.

NCMS, Nagarjuna College of Management Sciences has a very pleasant atmosphere and an environmentally friendly campus. The institute is located in a semi-urban area. It offers a wide range of courses and programmes in various fields. The institute has an extensive infrastructure in all domains, which is well developed and well maintained. It provides all modern and essential facilities for all the stake holders. Establishing and maintaining a well developed infrastructure is very important for any institute. The well-maintained infrastructure of NCMS is contributing to effective teaching, learning, and research programmes. The college has adequate number of spacious classrooms, seminar hall and 350 seating capacity Auditorium with ICT facilities, library, laboratories and a big playground for outdoor sports and physical activity.

### 2. Objectives of the Policy

Adequate facilities for the comprehensive development of the students and faculty, by improving and innovating the campus infrastructure catering to the growing requirements of the students to create a positive academic ambience.

### 3. Infrastructure and Maintenance Committee

A committee under the leadership of the Executive committee is set up to implement and monitor the infrastructure and maintenance of the campus. The composition of the committee shall be as follows:

1. Principal
2. Finance Manager
3. Management Representative
4. IQAC coordinator
5. Campus Supervisor
6. IT staff representative
7. Admin staff representative
8. Physical Education Director
9. Transport Manager

### 4. Role and Responsibilities of Infrastructure and Maintenance Committee

A systematic procedure is followed for the development and maintenance of college campus and infrastructure. The maintenance policy of the institute aims to ensure effective maintenance and management of various amenities including buildings, classrooms, and equipments. NCMS believes that an adequate and accessible physical infrastructure is vital for the holistic development of the students.

1. The committee shall evaluate the campus infrastructure facilities every year through its meetings, half yearly.
2. Based on the findings, the committee shall plan for infrastructure additions and augmentation.
3. The committee shall augment the IT infrastructure for the efficient delivery of the academics through integration of ICT in all academic and non-academic processes.
4. The committee shall make provision for improvement of the library & sports.
5. The committee shall make arrangements for maintaining and improving transport facilities.
6. The committee shall strive to ensure that the institution is tailoring to the benchmarks in accordance with the government and academic standards.

**5. Procedures and Policies for Maintenance:** NCMS has the following procedures and policies in place for maintenance:

**ACADEMIC:**

**Classrooms:** Institute has dedicated staff for maintaining classrooms.

1. The optimum utilization of classrooms and seminar halls is ensured by heads of various streams.
2. Faculty advisor of each class periodically checks the condition of classroom amenities like black boards, lights, and ICT facilities, etc.
3. Attenders are allotted for each floor to maintain cleanliness of the classes. Concerned staff regularly supervises classrooms.
4. Any issue is to be brought to the notice of Heads of the Departments following the SOP and to be resolved immediately.

**Laboratories:** Institute has assigned trained and dedicated staff for maintaining Computer Labs, physics lab and electronics lab.

1. Computer department and Department of Science (B.Sc) of the institute carries out the calibration and maintenance of the computer systems and measuring instruments periodically.
2. All other equipment in the laboratories is maintained regularly.
3. The in-house maintenance and repairs are to be addressed by the respective department administrators and technicians who are qualified and professionals.

**Library:** NCMS has a spacious and well maintained library, which is managed by the librarian and supporting staff. The library has a well-furnished reading room.

1. Internal periodic audits are done in the library for maintaining wellness of the books.
2. The books are organized subject-wise and shelved with clear labeling and numbering systems for the easy access of the users.
3. Online and offline catalogues are to be updated with every new procurement.
4. Stock Register must be maintained and verified annually.
5. The Gate Register, Issue Register must have the record of daily users.
6. Xerox/copier machine and scanner must be serviced periodically either through AMC or internally.
7. Library must maintain the Accession Register, Circulation Register, Fine Register, Missing Books, No Dues, E- Journal usage Statistics Reports.
8. Stock verification must be done once every year.

**Maintenance of ICT Facilities:**

The Computer Department and its support staff maintain the ICT facilities, including computers and servers. The annual maintenance includes the required software installation, antivirus and upgradation. Wi-fi services in the campus are maintained by respective centre.

**Maintenance and Utilization of Seminar Halls and Auditoriums:**

Seminar halls and auditoriums are administered by the campus Supervisor. The cleanliness is taken care of by the housekeeping staff. Effective utilization of seminar hall and auditorium for organizing academic meetings, seminars, conferences and cultural events should be made. For accessing the facilities, the organizing faculty/staff member should take a prior consent. The date of event should be registered and the halls can be accessed on a priority basis.

**6. Organisation and Management**

The Coordination and monitoring mechanism is controlled by a large number of committees of teachers, which looks after various functions of the college administration under the overall supervision of the Secretary and the Principal.

## **CAMPUS GROUNDS:**

Gardening and housekeeping staff will maintain the campus, providing horticultural, landscape, and leaf removal services periodically. It includes maintaining grassy areas, trees, shrubs, plants and flower beds, throughout campus and also co-ordination of plantation drives.

**SPORTS INFRASTRUCTURE AND GAMES:** The institute has a spacious playground and a very well maintained basketball court.

1. Sports equipment, playground and various courts in the campus are supervised and maintained by the Physical Education Department.
2. Ground maintenance is done annually during vacation.
3. Seasonal maintenance of all equipment and ground are carried out regularly.
4. Regular practice to students on athletic events is given in the playground.
5. Stock Register must be updated with every new procurement.
6. Annual Stock Verification must be performed with the help of other committees of the institution.

**HOSTEL:** The College has provided well furnished hostel buildings for residing students of the college.

1. The hostel maintenance is carried out by the respective warden allotted to the hostel under the supervision of Campus Administrator.
2. Male and Female attenders are allotted to maintain the cleanliness and hygiene of hostels.
3. Campus Administrator to take care of uninterrupted Water and Electricity supply to hostel.

## **7. Maintenance of Physical Facilities**

All the physical facilities are maintained by the supervisor, who will supervise the technicians, workers and support staff.

1. Services of the electrician, plumber and the networking engineer is available in the campus. The electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, etc.
2. Maintenance of watering plants, sewage and drainage is undertaken by support staff
3. The campus lawns and maintenance are under the control of the supervisor, who allocates workers on a regular basis and also emergency requirements.
4. Campus Administrator and the support team monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings.
5. Housekeeping services are taken care of by the centralized housekeeping department.
6. Transport facilities are monitored and maintained by the Transport manager and his support staff. Annual maintenance of all vehicles is done periodically at the end of the academic year.

## **8. Maintenance of Campus Cleanliness:**

Cleaning of the campus including the academic and administrative buildings are performed daily in the morning before the regular classes begin. The housekeeping staff cleans the rest rooms in the morning every day. The whole campus area is maintained by the campus supervisor.

## **9. Maintenance of other amenities**

### **Campus Amenities:**

1. The campus is equipped with 24x7 safe and adequate drinking water supply using water purifiers.
2. Fire extinguishers are installed in all the floors.
3. Cafeteria and Canteen are maintained by the canteen staff.
4. Stationery and Photostat are made available for the students and faculty in the campus to cater to the day to-day needs.
5. Emergency first aid centre/health care center is maintained under a medical practitioner.

**Security Cameras:** The campus is under CCTV surveillance and is taken care of by the Computer Centre.

**Annual Stock Checking & audits:** Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by the store and finance and IT head. Internal audit and external audit in the college and a consolidated report is submitted to the Management Representative for necessary actions if required.

**Replacement of Equipment/Electronics/Computers:** The maintenance comprises of actions that are carried out to replace worn out properties. To avoid e – waste, the outdated electronics /computers e-waste is collected from departments and labs and will be given to the e-waste vendor.

**Day-to-Day Emergency Maintenance:** Day- to-day maintenance including daily running repairs like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the campus supervisor, plumber, and the electrician.

**10. Other Recommendations:**

**1. Recommendations:** Conduct monthly meetings, identify issues, gather and evaluate information and recommended resolutions are referred to the committees.

**2. Internal Audit:** Internal audit is conducted by a Quality Assurance Cell on a half yearly basis to ensure compliance with laws and regulations and help to maintain precise and timely financial reporting and data collection. It aims to provide assurance that an organization's risk management, governance and internal control processes are operating effectively.

**3. Audits-Register:** Supervisor does audits on a daily and weekly basis. Systematic and independent examination of books, accounts, statutory records, documents and vouchers of the organization are done to ascertain how far the financial statements as well as non-financial disclosures present are correct.

**4. Periodic Maintenance:** The purpose of periodic maintenance is to maintain smooth operation of a machine or other asset.

**5. Repair:** On-call Electrical and IT department should be made available as per the requirement immediately or at least the issue needs to be addressed as early as possible.

**6. Prevention:** Identifying problems that require management attention deciding which issues deserve the most attention and defining the nature of the problem. Administration office should be in charge and take care of such issues.



PRINCIPAL

NAGARJUNA COLLEGE OF MANAGEMENT STUDIES

Chikkaballapur-562101