MAINTENANCE POLICY AND PROCEDURE OF BK COLLEGE

Responsible Officers: The Management represented by the Manager, The Principal the Bursar and the IQAC

Last Amended: March 2022

Last Reviewed: May 2022

1.   Departments in need of repair and maintenance work of equipment/infrastructure has to register the complaint in the College office giving the details of the maintenance required.

   2. Technician visits the site and completes the maintenance as required.

   3. The Job Completion Report is submitted to the Bursar.

   4. Bill is generated and processed through the concerned authorities and forwarded through

   Principal for the final payment.

   5. All monthly maintenance bills are brought to the notice of the Administrator.

   6. The College has Annual Maintenance Contracts for computer related repairs and

   maintenance and power backup systems.

A) Procedure for Utilization of Support facility:

I. Sports complex:

   1. The student can use any of the support facility available with the Physical Education

   Department by making a requisition in writing for the same in advance.

II. Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.

2. Standard Operational Procedures for handling various chemical, equipment, and instruments

   are to be strictly followed

3. Stock register is to be maintained and updated regularly.

4. Stock verification and inspection has to be carried out by the Parallel heads at the end of

   the Academic Year.

5. Old and outdated equipment, chemicals and instruments should be discarded by following the

   standard procedure.

6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal

   immediately.

III. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.

2. This library card can be used for issuing three books for UG students and 4 books for P G students.

3. Non return of Library book on time will attract the applicable fine.

4. Every student can access online journals and magazines through computer terminals available

   in the Library

5. The student must scan Identity card and sign in the register upon arrival in the Library.

6. Students can access the books available on the college intranet server from any computer

   terminal in the college campus.

7. All college students are free to use the central reading rooms available in the campus, which

   are open from 8.30 a.m. to 5.30 p.m.

IV. Utilization of Computer Laboratory:

1.   All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.

2. Library time table is made to identify vacant time slots to ensure optimum utilization.

3. Office Superintendent and Technical Staff maintain all computers and peripherals.

4. All outdated and old computers are disposed through the e-waste management cell.

5. All new requirements of computers are processed through the Administrator of the College and Computer Science Dept

V. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.

2. Each teacher is given responsibility for the maintenance of one class room.

3. The teacher-in-charge informs the college maintenance head about the requirement of repair / cleanliness.