



**Naipunnya Business School (NBS)  
Pongam, Koratty East  
Thrissur - 680308**

**Infrastructure Maintenance Policy**

## Table of Contents

<b>No.</b>	<b>Title</b>	<b>Page No</b>
1	<i>Introduction</i>	1
2	<i>Objectives</i>	1
3	<i>Infrastructure maintenance committee</i>	1
4	<i>Role and Responsibilities of the Infrastructure committee</i>	1
5	<i>Maintenance of Physical Facilities</i>	2
6	<i>Maintenance of Classrooms, Furniture and Laboratories</i>	4
7	<i>Maintenance and Utilization of Library and Library Resources</i>	4
8	<i>Maintenance and Utilization of Seminar Halls and Auditoriums</i>	6
9	<i>Maintenance of ICT Facilities</i>	7
10	<i>Maintenance of Sports and Games Facility</i>	7
11	<i>Maintenance of Campus Cleanliness</i>	8
12	<i>Maintenance of other amenities</i>	9
12.1	<i>Campus Amenities</i>	10
12.2	<i>Green environmental aspects</i>	
12.3	<i>Security Cameras</i>	10
12.4	<i>Annual Stock Checking &amp; audits</i>	10
12.5	<i>Replacement of Equipment/ Electronics /Computers</i>	
12.6	<i>Day to Day Emergency Maintenance</i>	

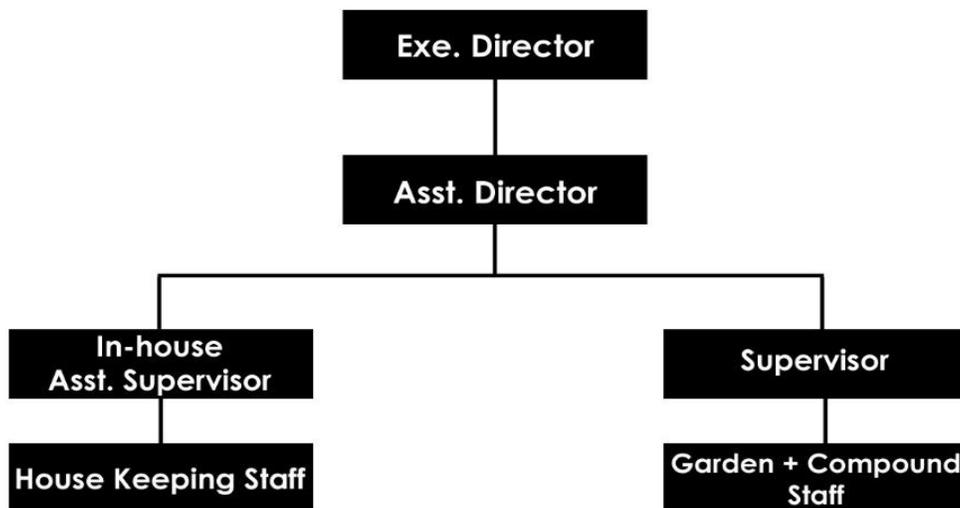
## 1. Introduction

Naipunnaya Business School located in Pongam, Koratty East has an environmentally friendly campus running to a few acres. There is a well-maintained infrastructure which contributes to its teaching, learning and research programmes. The college has an established system for maintenance and utilization of its IT Infrastructure like computers, classrooms, equipment and laboratories. This document provides a comprehensive framework on how the infrastructures and the facilities are maintained to ensure that it contributes to the effectiveness of teaching-learning and research. This document presents the diagrammatic representations of procedures followed and the various processes to be done to take care of the infrastructural facilities.

### Policy Diagram



### Organogram



## 2. Objectives of the Policy:

The Business School will offer adequate facilities for the holistic development of the students and faculty, by augmenting, improving and innovating, the campus

infrastructure based on 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) Executive Director, NBS
- 2) Assistant Executive Director/Coordinator NBS
- 3) Finance Manager
- 4) Director, IT
- 5) Management Representative
- 6) IQAC coordinator
- 7) Campus Supervisor
- 8) IT staff representative
- 9) Admin staff representative
- 10) Librarian

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

NBS believes that an adequate, accessible and available physical infrastructure is vital for the holistic development of the students. Thus the committee will take up the responsibility to establish, augment and maintain the infrastructure of the institution.

4.1 The committee shall evaluate the campus infrastructure facilities every year through its MR meetings half yearly.

4.2 Based on the findings of the committee shall plan for infrastructure additions and augmentation.

4.3 The committee shall lay down, or add the required operating procedures to guide and monitor the maintenance and utilization of infrastructure.

4.4 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.

4.5 The committee shall make provision for improvement of the library.

4.6 The committee shall make arrangements for maintaining and improving transport facilities.

4.7 The committee shall strive to ensure that the institution is gearing up to the benchmarks in environment protection and safety according to government and academic standards.

### **5. Maintenance of Physical Facilities**

- All the physical facilities are maintained by the supervisor, who will supervise the Technicians, workers and support staff. Services of the electrician cum 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,

solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

- The campus lawns and maintenance are under the control of the supervisor, who allocates workers on a regular basis and also emergency requirements.
- The Coordinator of NBS, Supervisor, and the support team, monitor's the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are also taken care of by the team. However, the campus also houses a housekeeping organization, Naipunnya Welfare services, which also contributes to housekeeping work in case of emergency.
- Transport facilities are monitored and maintained by the NBS coordinator, and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

#### **6. Maintenance of Classrooms, Furniture and Computer lab**

- Classrooms with furniture, teaching aids and the computer lab are maintained by the respective department admin staff. The housekeeping staff are supervised by the campus supervisor. The computer lab is under the control of the Director IT; however, the IT staff take care of their respective computer labs. The Director or the HoD reports to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office or sent over mail to <http://fs-01:8080/HomePage.do> and are attended on priority basis. IT assistants monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

#### **7. Maintenance and Utilization of Library and Library Resources**

- The library is maintained by the librarians. They are ably supported by the admin staff as well as the housekeeping staff. There are clear instructions on the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents.
- CD's and Disc's should be kept in a dust-free, temperature and humidity-controlled room.
- Proper pest management is done to minimize the problems caused by insects.

Borax or common salt is used to prevent cockroaches.

- Other precautions: (<https://www.loc.gov/preservation/care/books.html>)
- Proper Care and Handling of Books
- Taking care when handling any collection item, especially functional items like books with flexing parts, is one of the more effective, cost-efficient, and easily achieved preservation measures.

**Take proper care when handling books by:**

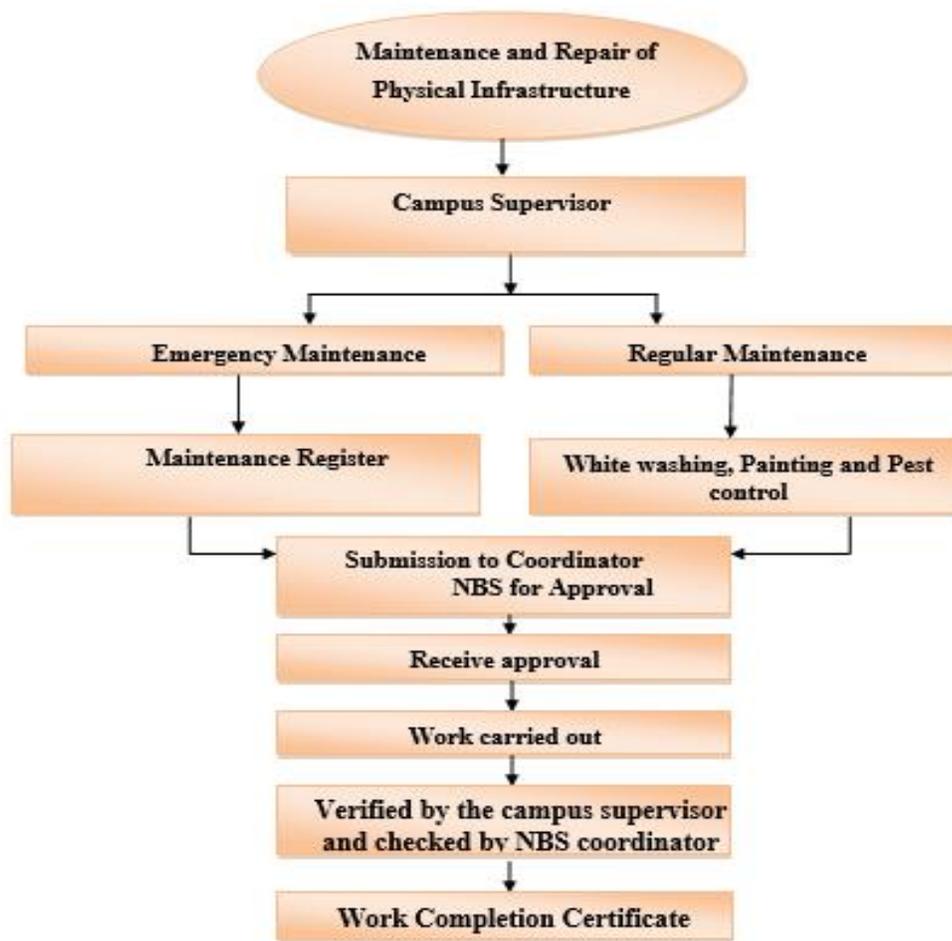
- Having clean hands and a clean area to use the book
- Keeping food and drink away
- Removing the book from the shelf by gripping on both sides of the spine at the middle of the book (push in the neighboring book on both sides to get a good grip), instead of tugging at the top of the spine
- Not forcing a book to lie open to 180 degrees; instead, prop up the covers of an opened book to decrease the opening angle
- Not using paper clips, "dog ear" folding, or acidic inserts to bookmark pages
- Not using rubber bands, self-adhesive tape, any kind of "leather dressing," and/or glue on books

**Proper Storage of Books**

- Good storage significantly prolongs the life and usability of books and includes:
- A cool (room temperature or below), relatively dry (about 35% relative humidity), clean, and stable environment (avoid attics, basements, and other locations with high risk of leaks and environmental extremes)
- Minimal exposure to all kinds of light; no exposure to direct or intense light
- Distance from radiators and vents
- Regular dusting and housekeeping
- Shelving books of similar size together, so that the face of the covers are maximally supported by the neighbors on each side
- Keeping upright shelved books straight and not leaning (storing books lying flat is also good)

**8. Maintenance and Utilization of Seminar Halls and Auditoriums**

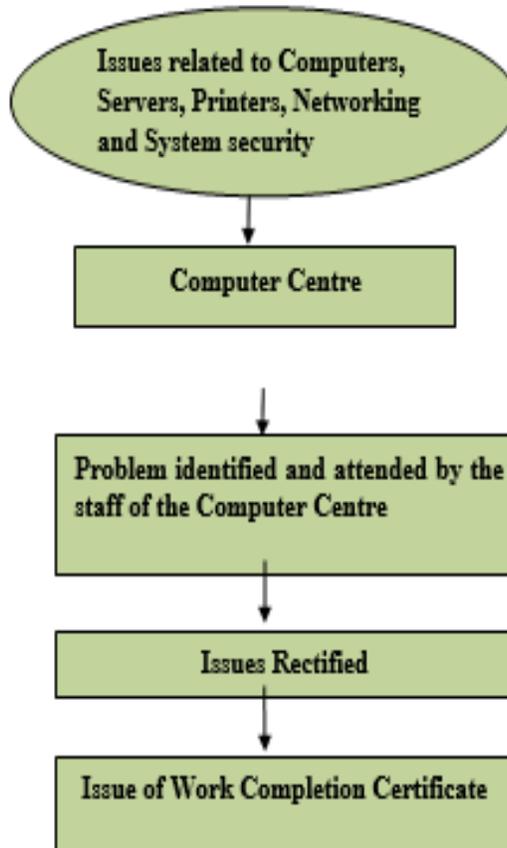
- Seminar halls and auditoriums are under the purview of the campus Supervisor and the electrician. The cleanliness is taken care of by the housekeeping staff. Effective utilization of seminar halls and auditoriums for organizing academic meetings, seminars, conferences and cultural events is made through registration at the NBS reception. For accessing the facilities, the organizing faculty/staff member submits a form available with reception or downloadable from the website. Through the Director, NBS, the date of event is registered and the halls can be accessed on a priority basis.



*Figure:1 Maintenance of Physical Facilities*

## 9. Maintenance of ICT Facilities

- The NBS Computer Centre and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up-gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by the computer centre.



*Figure:3 Maintenance of Computer and Accessories*

## **10. Maintenance of Sports and Games Facility**

- Sports equipment, gymnasium equipment, playground and various courts in the campus are supervised and maintained by the HoD, Physical education. Expensive equipment in the gymnasium is maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done once in every three months. Seasonal maintenance of all equipment and ground are carried out regularly by the Physical Education students as part of their curriculum.

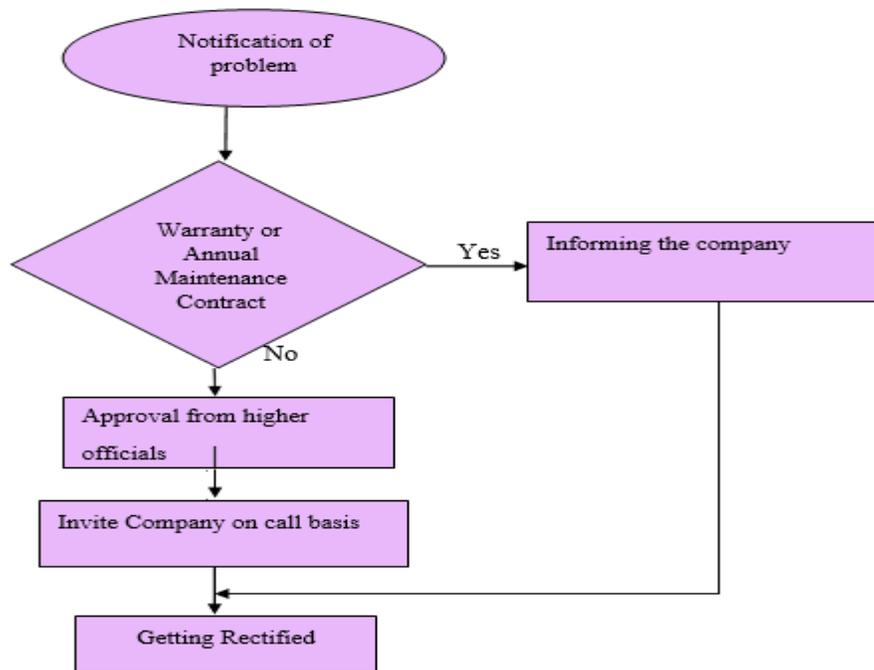


Figure:5 Maintenance of Sports and Games Facility

## 11. Maintenance of Campus Cleanliness

- Cleaning of the campus including the academic and administrative buildings are performed daily in the morning at 8.30 Am, before the regular classes begin. The housekeeping staff clean the toilets in the morning every day. The whole campus area is maintained by the campus supervisor who reports to the NBS coordinator on a daily basis.

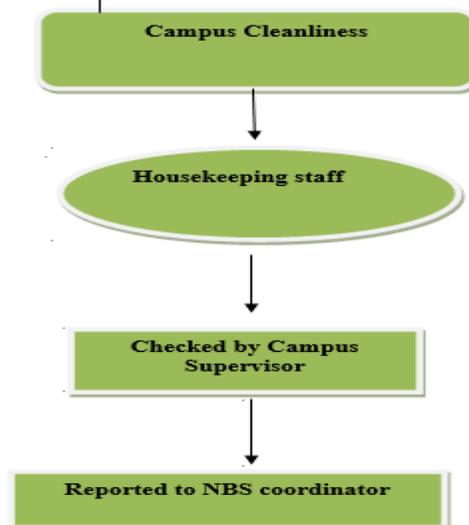


Figure 6: Maintenance of Campus cleanliness

## **12. Maintenance of other amenities:**

**12.1 Campus Amenities:** The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in all the floors of NBS and are on annual maintenance contracts. Cafeteria, Canteen, Stationery, Photostat are maintained by the store supervisor under the guidance of the Finance manager.

**12.2 Green environmental aspects** – Vegetable Garden, birds, pet gallery, are maintained under the care of the pet supervisor and supported by the campus cleaning team. 'Kuttyvanam' and herbal garden in the campus is maintained by the gardeners every day and frequently by the volunteers of the 'Bhoomitrasena' club as a service activity.

**12.3 Security Cameras:** The campus is under CCTV surveillance and is taken care of by the Computer Centre through an annual maintenance contract with the service providers.

### **12.4 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 for ISO are conducted in the college and a consolidated report is submitted to the Management Representative for necessary actions if required.

### **12.5 Replacement of Equipment/ Electronics /Computers**

- The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers e-waste is given to the e-waste vendor. An MoU is maintained.

### **12.6 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 and the electrician.

### **12.7 Other Recommendations (2019-20)**

1. **Recommendations:**-Assistant Director conduct monthly meetings, identify issues, gather and evaluate information, and recommend and 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 accurate and timely financial reporting and data collection. This audit is to provide independent 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 to ascertain how far the financial statements as well as non-financial disclosures present a true and fair view of the concern.

4. **Periodic Maintenance:**The purpose of periodic maintenance, or time based maintenance, is to maintain smooth operation of a machine or other asset.
5. **Repair:** On call Electrical and IT department (buffer period is 5 days).
6. **Prevention (AMC):** Identifying problems that require management attention deciding which issues deserve the most attention and defining the nature of the problem. Administration office consisting of the finance officer and MBA Supervisor are in charge.

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