



# BISHOP HEBER COLLEGE

(Autonomous and Affiliated to Bharathidasan University)  
(Nationally Reaccredited with 'A' Grade by NAAC with a CGPA of 3.58 on 4 point scale)  
(Recognised by UGC as 'College of Excellence')

Puthur, Tiruchirappalli-620 017, Tamilnadu, India

## POLICY ON THE MAINTENANCE OF INFRASTRUCTURE FACILITIES

### 1. Introduction

Bishop Heber College (Autonomous) has established regulations and procedures that stipulate how the physical, academic, and support facilities are used and maintained. The College prepares its physical infrastructure and instructional facilities, such as the maintenance of its classrooms, seminar rooms, libraries, IT systems, and other resources, in advance by taking into account the committee's suggestions.

### 1.1. Maintenance Committee

The Committee comprises the following

- Principal
- Vice Principals
- Bursar
- Dean of Academics
- Senior Member of the Faculty
- Office Superintendent
- Campus Manager
- College Engineer
- Electrician

### 2. Upkeep of Tangible Assets

Deans, Heads and Coordinators shall submit the requirements to the Infrastructure and Planning Committee through the Principal at the conclusion of each academic year. The needs will be put-forth to the Finance Committee for Budget Approval. The Finance Committee shall present the needs after careful examination for budget approval. Every academic year, at the start of the term, the management will update the facilities.

- Physical facilities are to be maintained by Engineer and Campus Manager
- Suggestion boxes are to be placed at various points to get suggestions from stakeholders
- For various College/Department activities, common spaces like seminar halls, board rooms, etc. can be utilized upon request
- Laboratories are to be maintained by the respective Head of Departments
- A Maintenance Contract may be permitted based on needs



Page 1 of 4

  
PRINCIPAL  
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## 3. Classroom Maintenance

- The Classroom facilities are to be monitored and maintained by the Department Heads, the Faculty and contingent staff
- Any maintenance needs to be brought to the administration and to be attended in the order of importance
- All needs related to laboratories, classrooms, furniture and other equipment are to be arranged in advance

## 4. Seminar Halls Maintenance

- Seminar Halls to be maintained by a dedicated crew, with the campus manager, civil engineer, electrician and housekeeping team
- Seminar halls to be reserved in advance using Hall Booking Form and Event Permission form based on the program's needs and the number of attendees
- A dedicated team to make all the preparations necessary for the conduct of an event

## 5. Laboratory Maintenance

- Costly equipment purchased for various laboratories to be protected against theft and damage through insurance coverage
- All lab users, including faculty, non-teaching staff and students, shall follow the rules and safety procedures when handling electric equipment, chemicals, and organisms (bio-safety precautions) during any experiment
- Any property damage or instrument damage by improper handling to be brought to the notice of administration through the Head of the Department after enquiry to take appropriate action
- Teachers and lab attenders to ensure that all electrical panels are well-maintained, appropriately labeled, and grounded for all electrical connections. Any inconsistencies to be brought to the notice of Electrician for further action



Page 2 of 4

PRINCIPAL

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## 5.1. Laboratory Inspection

- Lab audit of science departments to be conducted annually. The audit team to review the stock and check that the equipment is kept in good condition

## 6. IT Infrastructure

- Computers, software and accessories to be procured by system administrators under the direction of the Bursar based on the needs and quotation
- Maintenance of computer systems and accessories, Cables, Networks, LCD Projectors, Smart Boards, Computer Labs, Language Lab, Media Labs, E-Studio and Installation of software to be done by Hardware and network engineers
- Local service providers to perform routine maintenance and fix systems and devices as needed
- Software troubleshooting to be addressed by system administrator and specialists if needed
- In computer labs, qualified technicians to take care of troubleshooting

## 7. Standard Maintenance

- Heads to handle the maintenance of the respective Departments with college maintenance team
- Repair work/construction work to be registered to the Administrative Officer for appropriate action
- Civil engineer and his group of auxiliary workers to handle the civil maintenance/ repair work and the maintenance of board/whiteboard in the classroom/ Carpentry work
- Electrician and the team to maintain the complete electrical infrastructure/to do routine checks/ to install or repair power outlets/ inspect the fan and lighting systems inside and outside of buildings
- Air conditioner/Lift/Generators/UPS to be maintained under AMC
- Civil engineer and plumbers to maintain tank, pipe/ to perform repairs on pipes, tanks, drains, valves, and other items



Page 3 of 4

PRINCIPAL  
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- Purified water treatment facilities to be maintained/cleaned by AMC
- Transport Manager to oversee the upkeep of the college vehicles Routine services to be delivered by AMC
- College vehicles shall be reserved for students field visit/ work/ academic purpose well in advance based on the availability and number of users
- Staff members shall utilize the transport facilities on holidays upon request
- College Garden/ greenhouse to be maintained by campus managers
- Physical director to oversee the maintenance and upgradation of gym and sporting facilities and College grounds to be maintained by the markers
- College grounds shall be utilized to conduct events by departments on working days on request through the Principal
- College grounds may be permitted to organize events by staff members/ local community during holidays.
- For upkeep of the physical, academic, and support facilities, the institution shall upgrade machineries
- Security professionals shall be employed to protect the campus
- CCTV surveillance cameras shall be install at various points for security purpose
- Center for Campus Planning & Facilities Management would oversee the implementation of fire safety measures, fire safety systems and protocols
- Fire safety guidelines are to be followed by the stakeholders, contractors and guests

## 8. Outsourcing

- For Infrastructure/IT/campus hygiene maintenance, an external agency may be hired if needed



  
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