



DEEPSHIKHA GROUP OF COLLEGES

Nurturing Talent, Empowering Futures



INFRASTRUCTURE AND MAINTENANCE POLICY

Building Quality. Ensuring Safety.
Maintaining Excellence. Enhancing Performance.
Creating Sustainable and Smart Infrastructure.



QUALITY
INFRASTRUCTURE



PREVENTIVE
MAINTENANCE



SAFETY &
COMPLIANCE



EFFICIENT
OPERATIONS



SUSTAINABILITY



CONTINUOUS
IMPROVEMENT

Infrastructure

FOREWORD

Deepshikha College of Technical Education, Jaipur, affiliated with the University of Rajasthan, is committed to providing adequate physical, academic, and information technology infrastructure to support quality education, research, and administrative efficiency. The College recognizes that well-maintained infrastructure contributes significantly to an effective teaching-learning environment and the overall development of students.

The College strives to ensure the systematic maintenance, optimum utilization, periodic upgradation, and safety of its infrastructure through planned maintenance practices and effective resource management.

OBJECTIVES

The objectives of this policy are to:

- Ensure proper maintenance and optimum utilization of physical, academic, and IT infrastructure.
- Provide a safe, clean, and conducive learning environment for students and staff.
- Promote preventive and timely maintenance of institutional assets.
- Enhance the longevity and efficient utilization of infrastructure and equipment.
- Establish a systematic mechanism for monitoring and maintaining institutional facilities.
- Support continuous improvement of infrastructure in accordance with academic and technological requirements.

SCOPE

This policy applies to all institutional infrastructure, including:

- Academic buildings and classrooms.
- Laboratories and workshops.
- Library and digital learning resources.
- Computer laboratories and IT infrastructure.
- Sports facilities.
- Furniture, equipment, utilities, and common facilities.
- Campus landscape and other institutional assets.



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GENERAL INFRASTRUCTURE MAINTENANCE

The College shall ensure:

- Regular inspection and maintenance of classrooms, laboratories, offices, seminar halls, and other institutional facilities.
- Timely repair of furniture, electrical installations, plumbing systems, and civil infrastructure.
- Maintenance of clean classrooms, corridors, washrooms, and common areas through regular housekeeping services.
- Proper maintenance of gardens, landscaping, and green spaces to promote a clean and eco-friendly campus.
- Adequate security arrangements for safeguarding institutional assets and ensuring campus safety.
- Periodic maintenance of drinking water facilities, water purifiers, and sanitation systems.

All maintenance requirements shall be reported to the competent authority, and necessary action shall be taken subject to institutional procedures and availability of resources.

LABORATORY MAINTENANCE

The College shall ensure proper maintenance of laboratories through the concerned departments.

The maintenance process shall include:

- Regular inspection of laboratory equipment and instruments.
- Timely servicing and repair of equipment.
- Procurement of laboratory consumables and accessories as required.
- Maintenance of laboratory safety standards.
- Preventive maintenance and calibration of specialised equipment, wherever applicable.

Faculty members, laboratory in-charges, and technical staff shall jointly ensure the proper functioning and safe utilization of laboratory facilities.

LIBRARY MAINTENANCE

The College Library shall be maintained to provide effective academic support to students and faculty.

The College shall ensure:

- Regular addition of books, journals, reference materials, and digital resources.
- Proper preservation and maintenance of library collections.


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- Maintenance of reading areas, furniture, and library equipment.
- Access to digital library resources, wherever available.
- Periodic stock verification and proper record maintenance.

INFORMATION TECHNOLOGY INFRASTRUCTURE

The College shall maintain its Information Technology infrastructure to support teaching, learning, research, and administration.

This includes:

- Maintenance of computers, servers, networking equipment, and internet connectivity.
- Periodic updating of software and operating systems.
- Maintenance of licensed software and digital learning platforms.
- Data backup, cybersecurity, and antivirus protection.
- Timely repair and replacement of IT equipment whenever necessary.

The ICT Committee and the concerned technical personnel shall monitor and recommend improvements in IT infrastructure.

SPORTS INFRASTRUCTURE

The College shall maintain sports facilities to encourage physical fitness and overall development of students.

Maintenance shall include:

- Regular upkeep of playgrounds and indoor sports facilities.
- Maintenance and safe storage of sports equipment.
- Inspection of sports infrastructure to ensure safety and usability.
- Periodic repair and replacement of sports equipment, wherever required.

ASSET MANAGEMENT

The College shall maintain an updated inventory of institutional assets.

The asset management process shall include:

- Periodic verification of institutional assets.
- Proper documentation of procurement, maintenance, repair, and disposal of assets.
- Identification of obsolete or damaged equipment for replacement or disposal in accordance with institutional procedures.
- Adoption of preventive maintenance practices to maximise the useful life of institutional assets.


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ROLES AND RESPONSIBILITIES

College Administration

The College Administration shall:

- Allocate resources for infrastructure development and maintenance.
- Review maintenance requirements periodically.
- Ensure timely implementation of maintenance activities.

Heads of Departments

Heads of Departments shall:

- Monitor departmental infrastructure.
- Report maintenance requirements to the Principal.
- Ensure proper utilization of departmental facilities.

Faculty, Staff and Students

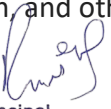
All members of the College shall:

- Use institutional facilities responsibly.
- Report damage or maintenance requirements promptly.
- Support cleanliness, safety, and proper utilization of infrastructure.

MONITORING AND REVIEW

The implementation of this policy shall be monitored by the Principal in consultation with the concerned departments, Estate/Maintenance Committee (where constituted), and IQAC.

The College shall periodically review its infrastructure and maintenance practices to ensure continuous improvement and compliance with the guidelines of the University Grants Commission (UGC), the University of Rajasthan, and other applicable statutory provisions.


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