



# **Infrastructure & Maintenance Policy**

**Govt. Holkar  
(Model Autonomous)  
Science College,  
Indore (M.P.)**



**Version : 2.0**



**Dr. Suresh T. Silawat**

Principal

Govt. Holkar (Model Autonomous) Science College, Indore

### **FOREWORD**

Holkar Science College has a huge infrastructure which is growing day by day, to keep pace with the growing number of courses and students. For this purpose, a viable comprehensive Infrastructure & Maintenance Policy has been instituted in the college.

The Institute shall examine its Infrastructure & Maintenance Policy on a regular basis and review it as necessary to comply with policies and directives issued by competent apex bodies. Also, a need-based review of the Annual Maintenance contract should be made accordingly.

Regular maintenance of physical facilities and utility facilities is crucial for the proper functioning of any institution. A Infrastructure & Maintenance Policy is framed as per the maintenance requirement of the Institution.

Facilities in classrooms, laboratories, utilities, gardens need to be constantly maintained, upgraded and enhanced continuously.

I seek the co-operation and support of all the stakeholders in this endeavour.

**Dr. Suresh T. Silawat**  
Principal

**Vision and Mission of the Institute**

**Vision:**

To make our youth the torch-bearer of knowledge, and to continue the rich legacy of imparting scientific education and groom them on an intellectual, social and humane platform.

**Mission:**

- To create an innovative ecosystem for the promotion of scientific temperament.
- To enrich the academics with state-of-the art technology and innovation at par with the global standards.
- To impart Skill-based training relevant to local and global needs.
- To develop a well-groomed and empowered youth.
- To nurture a socially responsible and value-driven generation.

## **Infrastructure & Maintenance Policy**

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## **Infrastructure & Maintenance Policy**

### **Preamble:**

This policy document is recognized as the “Infrastructure & Maintenance Policy” of the Government Holkar (Model Autonomous) Science College, Indore.

Regular maintenance of physical facilities and utility facilities is crucial for the proper functioning of any institution. A Infrastructure & Maintenance Policy is framed as per the maintenance requirement of the Institution. The annual maintenance contract (AMC) is essential in every institution involving a large number of utility devices and general maintenance of physical facilities. The budgetary allocation for the same has to be decided by the management in coordination with the maintenance committee.

### **Objective**

The main focus of the policy is to maintain sophisticated instruments, general-purpose laboratory equipment, computers, peripherals and networking, internet/Wi-Fi connectivity, CCTV/surveillance system, drinking water facilities, maintaining the green campus, buildings (civil and electricals), roads, toilets and general-purpose cleaning of building and campus.

### **Committee:**

A committee is constituted for the effective implementation of the Infrastructure & Maintenance Policy, which is as follows:

1. **Chairman:** Principal
2. **Members :**
  - 2 to 3 senior faculty members and
  - 1 to 2 technical staff.

### **Guidelines for the Implementation of the policy:**

The Annual Maintenance Contract (AMC) is an essential feature of the Institutional Infrastructure & Maintenance Policy. Government Holkar (Model Autonomous) Science College, Indore too has an Institutional Infrastructure & Maintenance Policy to take care of a large number of utility devices, general maintenance of buildings and facilities, roads etc.

#### **● Sophisticated instruments maintenance:**

The college has several sophisticated research-based types of equipment in various laboratories and departments. The college procures new equipment on regular basis. As the equipment is expensive and requires periodic maintenance, therefore, sophisticated research instruments in the research laboratories and departments are to be covered under AMC from original equipment manufacturers and/or suppliers.

## **Govt. Holkar (Model, Autonomous) Science College, Indore (M.P.)**

- **General-purpose laboratory equipment maintenance:**

As the institute has several general-purpose laboratories in each and every Department, therefore, the college should have qualified and trained technicians. The college shall adhere to the statutory fire safety regulations in the laboratories and associated buildings. Fire safety drills and audits shall be carried out periodically. Fire safety equipment shall be inspected and maintained by the AMC agency. All laboratories must have chemical hazard disposal plans. Equipment should be regularly inspected and maintained.

- **Computers, peripherals, networking internet/Wi-Fi connectivity maintenance:**

The college is running several courses related to Computer Science, therefore a large number of computers and peripherals are regularly used in multiple shifts. Also, several general-purpose computers are used for administrative work in the departments and offices. The college also runs several ICT-based classrooms/tools, which require dedicated internet/ Wi-Fi connectivity. Therefore, for the effective implementation and usage of these ICT facilities, a proper AMC should be in place.

- **CCTV/surveillance system maintenance:**

The college campus has a vast area covering 32 acres, which houses several parking areas/gardens, playgrounds, departments, classrooms, laboratories, hostel, support services, and administrative block, which require 24/7 surveillance to monitor any unforeseen eventualities. Therefore, this facility should also be covered under AMC.

- **Drinking water facilities maintenance:**

Drinking water facility is one of the basic facilities of any Institution, hence, the operation and maintenance of a water supply system, proper functioning of water coolers and RO systems should be regularly monitored to provide drinking water in the Institution. Therefore, the college should have a robust maintenance system for these facilities.

- **Green campus maintenance:**

The Institution has a huge and open lush green campus, which requires a vigilant and day-to-day upkeep of botanical gardens including Herbal, Medicinal areas, Vermicompost beds, Bio compost plant, Butterfly Park, and other gardens being used as sitting areas by students. Under the supervision of the **Botany Department**, a team of gardeners shall ensure the mapping of all types of flora and Fauna and make all efforts to maintain the green campus. All types of waste shall be properly segregated and recycled according to the institutional policy.

- **Building (civil and electrical) maintenance:**

Being a 133-year-old Institute, many buildings have heritage status. The Institution has a maintenance plan which is executed through the state PWD unit. Any part of the building, which cannot be further used, has to be notified by the PWD Unit, so that any kind of eventuality may be avoided. The electrification audit should be in place. All open-supply wires must be replaced with cables. A technically qualified electrician should be appointed for managing day-to-day troubleshooting.



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- **General-purpose cleaning of building and campus maintenance:**

Maintaining proper health and hygiene conditions within the campus and its facilities is a basic priority of the Institution. In sync with Swachh Bharat Abhiyan, and Indore being the cleanest city in India, it is our prime responsibility to ensure clean, healthy, and hygienic premises. Regular Cleaning of washrooms, classrooms, sitting areas, campus premises, and roads should be ensured.

### **Amendments**

- The Institute shall examine its Infrastructure & Maintenance Policy on a regular basis and review it as necessary to comply with policies and directives issued by competent apex bodies. Also, a need-based review of the Annual Maintenance contract should be made accordingly.
- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

### **Publication Of Infrastructure & Maintenance Policy**

The Infrastructure & Maintenance Policy shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

### **ACKNOWLEDGEMENTS**

A document on “Infrastructure & Maintenance Policy” has been drafted under the guidance of an Expert Committee: Dr. Netram Kaurav (Convener), Dr. Saligram Verma (Member), Dr. V.V.S. Murthy (Member), Dr. Vinay Dashore (Member) Mr. Neeraj Kumar Soni (Staff member), Mr. Vineet Deshmukh (Staff Member), Santosh Mehra (Student member), Geetika Meena (Student Member).

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**Dr. Bijendra Rai**  
Coordinator, NAAC

**Dr. Nagesh Dagaonkar**  
Coordinator, IQAC





# Govt. Holkar (Model Autonomous) Science College, Indore

वसुधैव कुटुम्बकम्  
[Vasudhaiva Kutumbakam]

## FINISHING GOAL



## STARTING GOAL

### Our SDG-2030 Goals Tree

कल्पवृक्षः

