

INFRASTRUCTURE AND MAINTENANCE POLICY

4.4.2: Established systems and procedures for maintaining and utilizing physical, academic and support facilities

ACE has procedure for the monitoring and maintaining of infrastructure and IT facilities of the institution. A full-time Maintenance Engineer, Financial Manager and an Administrative Officer are responsible for infrastructure augmentation and maintenance.

Monitoring Utilization of Facilities and Maintenance

The infrastructure planning and maintenance section augments various academic, sports and cultural facilities to suit the needs of students in line with the annual perspective plan. These sections adhere to the standard operating procedures and plan the schedule of maintenance of physical infrastructure and campus facilities. Daily schedule of monitoring the maintenance and upkeep of facilities is ensured regularly.

- Purchase section is responsible for budgeting, acquiring and inventory of necessary furniture, equipment, electrical and electronic gadgets and other infrastructural requirements.
- Infrastructure maintenance section inspects, updates, and repairs various facilities in the campus.
- IT maintenance section oversees the purchase, installation, software upgrades, repair and maintenance of computers and other IT facilities.
- Library Committee plans and monitors infrastructure for Library and Information Centre.
- Physical Directors monitor the upgrading and maintenance of sports facilities, gymnasium and equipment.
- Carpentry workshop in the campus designs, produces and maintains furniture.
- Support and maintenance are provided by lab assistants in the Science and Engineering laboratories.

Utilization

Faculty members and staff strive to ensure optimum utilization of infrastructural facilities for the holistic growth of the students.

- The classrooms are allocated based on a need assessment and are mapped in the ERP.
- The auditoria and conference halls are utilized for college, university and national level events.
- Group discussion rooms, reading rooms and personal cubicles in the library enable efficient utilization of books and on-line resources.
- Efforts are made to enhance library usage through Library Hours in regular Timetable.
- The HoDs prepare a schedule and lab manual for the optimum utilization of laboratories.
- Fire safety and security equipment in all the blocks are maintained through AMC.
- Effective landscaping of green campus has been utilized for recreation, group study, meditation and relaxation.
- 4 Check dams and sufficient pits are installed to harvest rain water.
- Two Sewage Treatment Plants (STPs) are utilized to treat wastewater.
- Staff & Students Canteen, Food Courts, Cafeteria, Guest House, Girls and Boys Hostels, Post Office, Bank, ATM, Reprographic Centre and Girls Boudoir are effectively utilized by students and maintained by the administrative office.
- The solar panels installed on the terrace of the hostel blocks harvest solar energy for water heating.
- Outdoor and Indoor sports facilities are utilized for training and conduct of sports and games of the institution affiliating university and local community.

Campus Maintenance

- Full time maintenance supervisor and personnel are available to provide services such as electrical work, plumbing, furniture upkeep, building maintenance, gardening, maintenance of sports facilities and housekeeping.
- Electrical/electronic engineers have been employed full time to install and maintain various electrical, electronic and public address systems. Based on the requests made by departments and various centers, new systems are installed or existing ones are repaired to increase efficiency.
- Elevators, air conditioners, UPS, CCTV and generators are maintained by Electrical Site Engineers.
- 10 Reverse Osmosis commercial units with a capacity of 50 liters/hour is maintained by the support staff.
- The water hardness is tested periodically by the Department of Chemistry.
- The college adheres to the statutory fire safety regulations. Fire safety equipment are inspected and maintained by Construction office.