COLUMBIA COLLEGE

Recognised by NCTE & Under Section 2(f) of the UGC Act. 1956
NAAC Accredited | Affiliated to Pt. Ravishankar Shukla University, Raipur (C.G.)
Near Vidhan Sabha, Mandhar Road, Tekari, Raipur, Chhattisgarh
Email: registrar@cietraipur.ac.in | **Website:** https://columbiacollege.in
Contact No.: 9893633603, 7400777888, 9303847276, 8871888999

Since 2003

Systems and Procedure for Maintenance of Infrastructure Facilities

1. General Guidelines:-
- Assign a dedicated maintenance team for overall infrastructure.
- Create a maintenance schedule for daily, weekly, monthly, and annual tasks.
- Conduct regular inspections to identify and address issues promptly.
- Maintain a logbook for repairs, replacements, and upgrades.

2. Laboratory Maintenance:-
- **Equipment:**
  - Calibrate laboratory equipment periodically as per manufacturer guidelines.
  - Keep an inventory of all equipment and update it regularly.
  - Immediately report and repair malfunctioning equipment.
- **Hygiene:**
  - Clean lab surfaces, equipment, and storage areas daily.
  - Ensure proper ventilation and functioning of safety devices like fire extinguishers.

3. Library Maintenance:-
- **Books and Materials:**
  - Perform periodic stock verification to track lost or damaged items.
  - Organize books systematically and repair torn pages or covers.
- **Digital Resources:**
  - Update software for e-library systems and databases.
  - Ensure proper functioning of computers and scanners in the library.
- **Environment**:
  - Maintain cleanliness and proper lighting.
  - Regularly inspect air conditioning and seating arrangements for comfort.

4. Sports Facilities Maintenance:-
- **Equipment**:
  - Inspect sports gear and equipment for damage and replace worn-out items.
  - Regularly clean and sanitize items like mats, balls, and nets.
- **Grounds**:
  - Maintain proper levelling and grass trimming for fields.
  - Ensure drainage systems are functional to prevent waterlogging.
- **Indoor Facilities**:
  - Clean floors, walls, and ventilation systems regularly.
  - Service gym equipment periodically.

5. Computer and IT Infrastructure Maintenance:-
- **Hardware**:
  - Perform routine cleaning and dust removal for computers and peripherals.
  - Inspect and replace outdated hardware components.

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- **Software**:
  - Ensure regular updates for operating systems and antivirus software.
  - Monitor internet connectivity and resolve technical issues promptly.
- **Security**:
  - Implement a secure access system for labs and restrict unauthorized usage.
  - Backup data periodically to avoid loss.

6. Classroom Maintenance:-

- **Furniture**:
  - Inspect desks, chairs, and whiteboards for wear and repair or replace as needed.
- **Technology**:
  - Ensure projectors, smartboards, and audio systems are functional.
  - Regularly clean and service electronic teaching aids.
- **Environment**:
  - Maintain cleanliness, proper lighting, and ventilation.
  - Stock classrooms with essential items like markers and dusters.

7. Monitoring and Reporting:-

- Designate staff members responsible for different facilities.
- Use a centralized reporting system to log maintenance issues.
- Review maintenance reports during monthly meetings and address recurring problems.

8. Outsourcing:-

- Engage certified professionals for specialized maintenance tasks

9. Feedback Mechanism:-

- Collect feedback from staff and students regarding facility conditions.
- Use feedback to improve maintenance practices.

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Maintaining physical academic and support facilities

09:00 AM to 04:30 PM (Monday to Saturday).		
Time Slot	**Activity**	**Facility**
09:00 - 10:00 AM	Daily cleaning and inspection	Classrooms, Library, Laboratories
10:00 - 11:00 AM	Equipment check and minor repairs	Laboratories, Computers, Sports Complex
11:00 - 12:00 PM	Organizing and arranging materials	Library, Classrooms, Laboratories
12:00 - 01:00 PM	Software updates & network check	Computer Labs, Digital Library
01:00 - 02:00 PM	**Lunch Break**	
02:00 - 03:00 PM	Playground & sports equipment check	Sports Complex
03:00 - 04:00 PM	Deep cleaning and maintenance work	All Facilities (Rotational)
04:00 - 04:30 PM	Final check and record updates	All Facilities
Note- Maintenance facilities available as per the requirement of the different areas		

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4.4.2: Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place.

File Description	Template	Website Link
4.4.2	Library	https://columbiacollege.in/library/
	Hostel	https://columbiacollege.in/boys-girls-hostel/
	Multipurpose Hall	https://columbiacollege.in/multipurpose-hall/
	Auditorium	https://columbiacollege.in/auditorium/
	ICT Enabled Classroom	https://columbiacollege.in/ict-enabled-classroom/
	Resource Centers	https://columbiacollege.in/resource-centers/
	Laboratory	https://columbiacollege.in/laboratory/
	Playground	https://columbiacollege.in/playground/
	Faculty & Guest Block	https://columbiacollege.in/faculty-guest-block/
	Residence for Guard & Drivers	https://columbiacollege.in/residence-for-guard-drivers/
	Temple	https://columbiacollege.in/temple/
	Yog Ashram	https://columbiacollege.in/yog-ashram/