




Victoria Institution (College)

78B, APC Road; Kolkata – 700009



Policy for Infrastructure & Facility Management

 20/12/23

Principal
VICTORIA INSTITUTION,
(College)



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Building

Objective: Establishing a standardized procedure for inspecting and maintaining college buildings, infrastructure, plumbing, and electrical systems.

Responsibility:

- Building Committee
- Maintenance & Stock Committee

Procedure:

No.	Activity	Responsibility
1	Inspection & repair for damp & leaks in wall, floor & under tiles	Building Committee Maintenance & Stock Committee
2	Inspection & repair of cracks in walls	Building Committee, Maintenance & Stock Committee
3	Inspection & repair of blockage & damage in plumbing & compressor lines	Maintenance & Stock Committee
4	Safety inspection of electrical equipment, transformer & restricted access to electricity board equipment	Maintenance & Stock Committee
5	Inspection & upkeep of regulatory compliance	Building Committee, Maintenance & Stock Committee
6	Inspection & repair of water pump, overhead tank cleaning, underground reservoir & water treatment	Building Committee, Maintenance & Stock Committee
7	Inspection & upkeep of pavements & drain covers	Building Committee, Maintenance & Stock Committee



Campus Safety & Security

Objective: To ensure the safety and security of all individuals within the college campus by implementing robust access control, surveillance, and emergency response measures.

Responsibility:

- Maintenance & Stock Committee
- Purchase Committee
- Security Guards

Procedure:

No.	Activity	Responsibility
1	Access control	Male & female security guards stationed at entry points Check IDs & deny entry to unauthorized individuals
2	CCTV Surveillance	Maintenance & Stock Committee periodically monitors security footage Purchase Committee, AMC through VIEWCOM
3	Emergency response	Security guards trained in emergency procedure



Classrooms

Objective: Create a conducive and engaging learning environment in classrooms.

Responsibility:

- Convenor of Routine Committee
- Maintenance & Stock Committee
- Building Committee
- Purchase Committee
- Bursar
- Custodial Staff

Procedure:

No.	Activity	Responsibility
1	Schedule classroom allocations	Convenor Routine Committee
2	Maintain cleanliness	Maintenance & Stock Committee, Custodial Staff
3	Ensure equipment functionality	Maintenance & Stock Committee
4	IT support – AMC through OASYS INFOCOM Pvt. Ltd.	Bursar, Building Committee, Purchase Committee
5	Manage waste disposal	Custodial Staff
6	Inspection of classrooms	Maintenance & Stock Committee, Building Committee



Laboratory

Objective: To establish the procedure and methods for inspection , maintaining, calibration of the laboratory and its equipment.

Responsibility:

- Lab Technical Assistant
- Faculty
- Head of Department (HOD)
- Purchase Committee

Procedure:

No.	Activity	Responsibility
1	Maintain teaching equipment inventory list & verify calibration / Performance checks in each laboratory	Lab Technical Assistant, Faculty
2	Maintain analytical equipment inventory list & verify calibration / Performance checks in each laboratory	Lab Technical Assistant, Faculty
3	Teaching equipment with local sponsor should have AMC from the authorized local sponsor. AMC to be revised & renewed annually	HOD, Purchase Committee
4	Provide list of required lab tools for use in next academic year in order to get them before due date	Lab Technical Assistant Faculty HOD
5	Unused or out-of-performance to be marked with a sticker that the equipment is 'not in use'	Lab Technical Assistant
6	Evaluation of upgraded software & hardware over earlier versions for enhanced performance	Lab Technical Assistant, Faculty



Library

Objective: To ensure efficient management of library resources, enhance user experience through Web OPAC, and maintain accurate cataloging and inventory using KOHA.

Responsibility:

- Librarian
- Library Staff
- Library Committee

Procedure:

No.	Activity	Responsibility
1	Coordinate procurement & cataloging of books	Librarian, Library Staff
2	Conduct regular checks, updates & maintenance in KOHA	Librarian
3	Conduct workshops, educate stakeholders on system usage & process requests	Librarian
4	Review & update strategic plans as needed to align with the institution's mission	Library Committee



Grounds

Objective: To establish the procedure for usage & maintenance of college playground.

Responsibility:

- Convenor of Sports Committee
- Maintenance & Stock Committee

Procedure:

No.	Activity	Responsibility
1	Coordinate scheduling, marking of sports activities & maintenance of playground	Convenor Sports Committee
2	Cleanliness of the playground	Maintenance & Stock Committee
3	Arrangement of drinking water, waste disposal & placements of waste bins	Maintenance & Stock Committee
4	Manage budget allocation for playground upkeep & sports events	Convenor Sports Committee



Gymnasium & Yoga

Objective: Promoting stakeholder engagement in gymnasium workouts & yoga sessions.

Responsibility:

- Convenor of Sports Committee
- Maintenance & Stock Committee

Procedure:

No.	Activity	Responsibility
1	Upkeep of gymnasium equipment & accessories	Convenor Sports Committee
2	Scheduling yoga sessions	Convenor Sports Committee
3	Cleanliness & maintenance of gymnasium	Maintenance & Stock Committee



Canteen

Objective: To promote healthy eating habits & foster social interactions within college campus through seamless canteen operations.

Responsibility:

- Bursar
- Canteen Manager

Procedure:

No.	Activity	Responsibility
1	Maintaining quality, quantity variety of food & beverage in the canteen	Bursar, Canteen Manager
2	Management & cleanliness of canteen	Canteen Manager



Auditorium & Seminar Hall

Objective: To provide a versatile space for lectures, conferences & performances with modern amenities & a conducive environment for learning & collaboration.

Responsibility:

- Head of Department (HOD)
- Programme Coordinator
- Maintenance & Stock Committee
- Purchase Committee

Procedure:

No.	Activity	Responsibility
1	Requisition submission & processing	HOD, Programme Coordinator Maintenance & Stock Committee Purchase Committee
2	Managing booking process by coordinating with event organizers, maintaining record of bookings & facilitating logistics including technical requirements	HOD Programme Coordinator Maintenance & Stock Committee Purchase Committee



Furniture

Objective: Procurement & maintenance of furniture throughout the college premise.

Responsibility:

- Bursar
- Head of Department (HOD)
- Purchase Committee

Procedure:

No.	Activity	Responsibility
1	Requisition for new furniture & repair of existing furniture	HOD, Maintenance & Stock Committee, Purchase Committee
2	Inspection, maintenance & repair of furniture	Bursar, Maintenance & Stock Committee, Purchase Committee



Generator

Objective: To ensure periodic maintenance & seamless operations of generator.

Responsibility:

- Bursar
- Maintenance & Stock Committee
- Electrician

Procedure:

No.	Activity	Responsibility
1	Operating the generator & periodic inspection	Maintenance & Stock Committee
2	Maintenance of generator	Bursar, Maintenance & Stock Committee



Hostel

Objective: To provide safe, comfortable & conducive accommodation for outstation students, ensuring their well-being, security & privacy within the hostel premises.

Responsibility:

- Hostel Committee
- Hostel Warden

Rules & Regulations:

Conduct:

- a) Residents are expected to uphold a code of conduct that promotes respect, kindness, and inclusivity.
- b) Respect for fellow residents and staff members is mandatory.
- c) Discrimination or harassment based on race, religion, nationality, or any other factors is strictly prohibited.
- d) The hostel environment should be free from any form of bullying, intimidation, or disrespectful behavior.
- e) Any concerns regarding student conduct should be reported to hostel authorities for appropriate action.
- f) Ragging in any form, including verbal, physical, or psychological harassment, is strictly prohibited.
- g) The college has a zero-tolerance policy towards ragging, and any incidents should be reported immediately to hostel authorities or college management.
- h) Senior students are expected to mentor and guide juniors in a positive and respectful manner, fostering a supportive and inclusive environment.
- i) Violators of the anti-ragging policy will face severe disciplinary actions, which may include suspension or expulsion from the hostel or college.
- j) Noise levels should be kept at a minimum, especially during study hours and at night.
- k) Vandalism, substance abuse, and any form of harassment are strictly prohibited



Discipline and Accountability:

- a) Violation of hostel rules can lead to disciplinary actions, including warnings, fines, or expulsion.
- b) Residents are accountable for their conduct and must adhere to all rules and regulations.
- c) Cooperation with hostel authorities and compliance with directives are expected at all times.

Safety and Security:

- a) Residents are responsible for their belongings and must report any security concerns promptly.
- b) Visitors are allowed during specified hours and must be registered at the hostel reception.
- c) Safety protocols, including fire drills and emergency exits, must be followed diligently.

Community Engagement:

- a) Participation in hostel activities, meetings, and initiatives is encouraged.
- b) Respect for cultural diversity and inclusivity is promoted within the hostel community.
- c) Residents are encouraged to contribute positively to the hostel environment and foster a sense of belonging.

Attendance:

- a) Regular attendance is mandatory as per college guidelines.
- b) Attendance criteria must be met to maintain eligibility for hostel accommodation.
- c) Absences should be reported and documented as per the hostel's attendance policy.

Hostel Leave:

- a) All leave requests must be submitted in advance through the designated application process.
- b) Valid reasons for leave include personal emergencies, medical issues, or official commitments.
- c) Medical leave requires a valid medical certificate.
- d) Unauthorized absence or overstaying approved leave duration will result in penalties