

## MAINTENANCE POLICY

The Institute runs under the aegis of Nankana Sahib Education Trust. The construction of new infrastructure and maintenance of existing infrastructure is carried out by the trust. The trust has designated officers and sufficient supporting staff for overseeing the maintenance of buildings, class-rooms, laboratories, library, etc. The maintenance departments maintain the physical infrastructure on the campus which includes both breakdown and preventive maintenance of facilities. All maintenance activities are reported to the concerned officer by the departmental head and the same is attended to as soon as possible. Depending on the job, sometimes the specialized contractor are also hired from outside to complete the job in time. Each department has its own staffs that include mechanics and technicians to maintain the lab equipment, under the guidance of Lab In charge, who is a faculty in the department. Besides, the College also has a Maintenance Cell, which maintains and repairs the equipment etc. In case of some special expertise, outside agencies are hired time to time. CCC (CCC) is responsible for the upkeep and maintenance of all IT related and electronic equipment including computers, network equipment and other hardware. CCC has on its role, system analysts, programmers and technicians, who are responsible for repair and maintenance of Computer Hardware, Software and wired and Wi-Fi Network related issues. There is requisite supporting staff to maintain the ICT systems in class rooms and laboratories. The technical staff ensures that projectors, network or any electronic equipment in class rooms, laboratories and other academic areas are functional and well maintained. The department, where the problem exists, calls these technical persons as and when required through computer centre officials. The Sports Section has full time Grounds men who maintain and clean the sports facilities and grounds. Dedicated Coaches are available for all major games, who also look after the upkeep of equipment and grounds. To improve the physical ambience of the campus, several initiatives are taken from time to time. Some of these are:

- There is a periodic maintenance plan for each activity such as painting, whitewashing.
- Ground-men for maintaining grounds, lawns and upkeep of plants and trees.
- Tree plantation drives are carried out every semester by NSS wing of the institute.
- Dedicated and adequate staff for general cleaning, washroom cleaning and

housekeeping.

- Dustbins are placed at various places in the campus.
- The physical infrastructural facilities and academic facilities are maintained periodically and on demand as well.
- Lab equipment is maintained by the dedicated technicians in the labs on a periodic basis during summer / winter vacations.
- Dedicated staff including masons, plumbers, carpenters, electricians is employed in College / Trust for maintenance of infrastructure.

Workshop technicians also provide their services for welding, furniture repairs etc. Annual Maintenance Contracts for critical repair of equipment are there. Sometimes such repairs are carried out from outside persons.