

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)

Policy for infrastructure management

- CMRTC is committed to provide the best infrastructure to all its departments and other functional areas to ensure that the infrastructure meets and exceeds the requirement of teaching learning and other processes as specified by the statutory bodies both in terms of quantity and quality. This policy for Infrastructure Management of CMRTC has been formulated for planning infrastructure through need analysis considering the guidelines of statutory bodies and development in technology including educational technology procurement of infrastructure ensuring its quality and cost up gradation from time to time proper accounting and safe guarding by putting inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including Annual maintenance contracts insurance against damage and theft and writing off of obsolete equipment.

Creation of infrastructure

- To ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like University Grants Commission (UGC), All India council for Technical Education (AICTE), Affiliating University (JNTUH) with regard to resource requirements shall be adhered.

Record of infrastructure

- Records of all infrastructure including equipment, software, books and other items shall be maintained by all departments and sections of the institute. For this purpose a standard operating procedure (SOP) shall be prepared and circulated. This SOP shall provide definition of assets/piece of infrastructure which must be entered in the stock Register, the process of making entries in the stock Register, the coding of each item and marking of inventory numbers on pieces of infrastructure. The SOP shall also focus on depreciation, physical asset verification and its periodicity, transfer of assets from one to the other department, writing off of obsolete items and their disposal.

Insurance

- Items of infrastructure of all departments of the college costing above a specified amount shall be insured against damage and theft.

Upkeep and maintenance

All departments shall strictly follow the laid down procedures and guidelines of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure. This shall include the following.

- Regular cleaning as per the checklists
- Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
- Preventive maintenance as per the preventive maintenance schedules and maintenance its records.
- Annual maintenance contract and maintaining record of service / maintenance
- Corrective maintenance and its records.
- Phasing out obsolescence and writing off

Infrastructure rendered obsolete on account of change in technology, new product and process developments shall be phased out. Any one of a combination of the following shall be adopted

- Deploying old equipment on tasks of lower level utilization like computers from labs can be deployed on office work for word processing.
- Transferring assets to other institutes which can utilize the old equipments productively.
- Selling the old assets through auction or other arrangements.
- The assets thus transferred or disposed off shall be written off from the stock register by appropriate authority.