

# **NAAC Criterion-IV**

## **Infrastructure & Learning Resources**

**Key Indicator – 4.4 Maintenance of Campus Infrastructure**

**Sub-Criteria 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**



## **TECNIA INSTITUTE OF ADVANCED STUDIES**

**(Approved By AICTE, Ministry of Education, Govt. of India, Affiliated to G.G.S.I.P. University & Recognised Under Sec. 2 (f) of UGC 1956)**

PSP, Institutional Area Madhuban Chowk, Sector 14, Rohini, New Delhi-110085

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

## **Maintenance Policies and Procedure**

Tecnia Institute of Advance Studies (TIAS), Delhi, has always been up to the mark in maintaining & keeping records of physical, academic, and support facilities like laboratories, library, sports facilities, computers, classrooms, etc.

### **Policies and Procedure to maintain physical, academic and support facilities:**

Preparation of regular and preventive maintenance schedules. Implementation & maintenance of schedule and updating it time to time. Emergency maintenance schedule always on a priority basis.

To ensure such practice to prevent wear and tear as a preventive method. Preparations of maintenance reports and submit them for assessment and feedback to higher authorities.

### **Guidelines for the maintenance of physical infrastructure:-**

TIAS believes in maintaining neat, clean, and well looked campus as a requirement for achieving a healthy environment. As per Criterion-IV 4.4.2 Institute makes sure that the upkeep of the physical, academic, and support facilities is done in a planned and systematic manner in accordance with the standard norms.

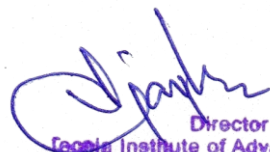
#### **A) Routine Maintenance:**

The supervisor as a routine cleaning, dusting, sweeping, and mopping performed by the contractual housekeeping personnel in all regions

The Institute has a variety of automated cleaning equipment for this objective. Progressive maintenance logs and regular cleaning charts are recorded.

Every Saturday, the housekeeping staff receives training on the various facets of maintenance.

For minor repairs, the Institute has a basic skill- force of Carpenters, Masons, Electricians and Plumbers.

  
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## **B) Preventive Maintenance:**


- **Painting:** The Institute ensures that all the areas are periodically painted.
- **Fire Alarm System:** Fire Alarm Systems have been set up at the Institute. Institute maintains the equipment twice (fortnightly) a month.
- **Air Conditioning:** Classes are centralized Air conditioned. Offices, staff rooms etc of the Institute are also air-conditioned. The maintenance of the Heating, Ventilation and Air conditioning (HVAC) system is crossed checked time to time.
- **CCTV:** On campus, the Institute has placed CCTVs on locations. The system's upkeep is regularly checked by the authorized persons.
- **Water Tanks / Pits:** Professional service experts clean all the overhead and subsurface water tanks on quarterly basis.
- **Audio-Visual System (AV):** The high-end AV systems are maintained.
- **Electric Equipment:** Electrical installations and other equipment, such as projectors, are periodically inspected.
- **Pest Control:** Pest management, which includes routine rodent treatment and general disinfecting, is performed frequently.

## **C) Policy for Optimal Utilization of Existing Infrastructure:**

- Ensuring that students use the library's resources as efficiently as possible
- Planning for the programs and events at department and college levels.
- Providing comfortable and hygienic accommodations to students at the college hostels.
- Providing updated IT infrastructure for enhancement of learning.

## **C) Mode of Operation:**

- Institute have own resources and man power for electronic and electrical equipment and other facilities for maintenance.
- Budget provisions are there for new as well as old facilities, repairs, and maintenance.

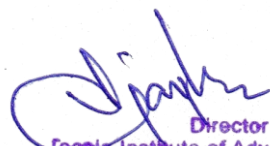
  
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**D) Library:**

- Library resources are amplified every year with new editions and titles.
- Books having greater demand are purchased through successive grants for updating textbooks and reference books.
- Frequent vacuum cleaning, dusting, and maintenance of shelves, Pest Control on books and furniture at regular intervals are done.

**E) IT Policy:-**

- To maintain appropriate use of information technology infrastructure established by the Institution on the campus.
- Outlined policies and roles for preserving the availability, confidentiality, and integrity of the information assets that the College accesses, generates, manages, or controls.
- Designed to establish standards and protocols for various issues, such as the use of IT facilities and regular updation.
- A biometric device is deployed to record the attendance of both teaching and non-teaching workers. For the coming session, we would be implementing the same for students.
- The website in-charge/committee frequently updates the college's website

  
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