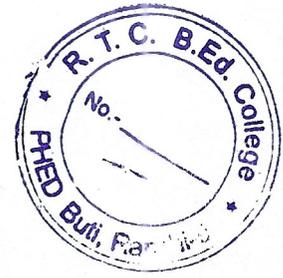# R.T.C. B.ED. COLLEGE
P.H.E.D., BUTI, RANCHI

Estd. 2008

Maintenance Policy

Maintenance policies of our institution, regulated by NCTE and Ranchi University, Ranchi focus on maintaining high-standard infrastructure, including laboratories, ICT resource centers, libraries and common rooms. Policies emphasize hygiene, 80-90% student attendance and professional discipline. This document provides a management framework and an outline of the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

Key Components of Maintenance Policy:

❖ **Administrative Oversight:** The Principal, assisted by managing Committee to oversees all repair and upkeep tasks.

❖ **Infrastructure Maintenance:** Regular upkeep of specialized facilities such as Art and Craft Resource Centers, Health and Physical Education Units, classrooms, labs, library, furniture, seminar & conference hall, auditorium, musical & gymnasium instrument, electrical equipment, games and sports and campus facilities (gardens, restrooms etc.)

❖ **Preventive Action:** Regular inspections and routine servicing are scheduled to prevent equipment failure.

❖ **IT and Website Maintenance:** Maintenance of computers, Wi-Fi, CCTV, and the college website is often outsourced through AMCs or handled by internal technical assistants.

❖ **Reporting Mechanism:** Faculty and staff report maintenance issues via internal complaint committee, email, or a complaints box.

❖ **Safety and Hygiene:** Strict regulations on campus cleanliness, including properly maintained toilets and common rooms.

❖ **Student Conduct & Discipline:** Policies dictate daily professional attire, mandatory ID card usage, and a prohibition of alcohol/drugs on campus.

❖ **Hostel Maintenance:** Specific hostels for students are managed by wardens, ensuring hygiene and proper facilities.

❖ **Regulatory Compliance:** Periodic, mandatory inspection of physical and instructional resources by management authorities and the university.

❖ **Stock Verification:** Annual audits ensure proper inventory management for furniture, lab equipment, and library resources.

❖ **Housekeeping and Security:** Daily cleaning of premises and security monitoring are often outsourced.

Structure of the Policy Documents:

- **Objectives:** To provide a safe, functional and conducive learning environment.

- **Procedures:** Detailed steps on reporting, inspecting, approving and executing repairs.

- **Responsibilities:** Clearly defined roles for staff, lab assistants and committees.

Principal
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