



INFRASTRUCTURE MAINTENANCE POLICY DOCUMENT

The Infrastructure Maintenance Policy of Pillai College of Architecture (PiCA), New Panvel, outlines procedures for the maintenance and optimal use of the institute's physical, academic, and support facilities, including laboratories, libraries, sports amenities, computer, and classrooms. Guided by the principle of maximizing resource utility for societal benefit, the policy ensures sustainable practices through regular maintenance, proper utilization, and resource-sharing protocols. It promotes accessibility for academic and extracurricular activities, emphasizing safety, accountability, and continuous improvement, fostering an efficient and inclusive learning environment.

Policy Statement

“To ensure that all maintenance activities in the Institute are conducted in a planned manner and align with the Vision and Mission of the Institute, adhering to prescribed standards, specifications, and guidelines.”

This policy is integral to PiCA's overall growth and reflects the Institute's commitment to strategically maintaining existing infrastructure and ensuring its timely upkeep. It emphasizes cost-effectiveness, environmental safety, and compliance with the latest norms and guidelines, supporting the Institute's long-term development goals.

Scope

The Institute has established systems and procedures along with dedicated manpower for monitoring and to ensure proper maintenance and utilization of infrastructure like library, laboratories, classrooms, seminar halls, other academic facilities, sports facilities, etc.

The scope of this policy shall cover the following:

- New construction of buildings/Infrastructure
- Repair and maintenance of existing buildings/Infrastructure
- Electrical and Mechanical Infrastructure
- ICT
- Architectural Laboratories
- Sports and Cultural facilities
- Landscape
- Shared facilities on campus



Objective

Compliance with Regulations: Ensure that infrastructure maintenance and upgrades adhere to government regulations, building codes, and safety standards.

- **Longevity of Equipment:** Maintain equipment and assets in optimal working condition to extend their lifespan and prevent damage.
- **Timely Repairs and Replacements:** Guarantee that all assets are properly maintained, with repairs and replacements carried out as needed.
- **Cost-Effectiveness:** Achieve cost efficiency by preventing unnecessary expenditures through strategic and informed decision-making.
- **Transparency and Accountability:** Ensure transparency and accountability by keeping detailed records of maintenance activities, expenses, and work orders.

Types of Maintenance

Maintenance involves activities aimed at preserving or restoring buildings, equipment, and facilities to their original or optimal condition, ensuring they function effectively for their intended purpose. This supports the uninterrupted operation of the campus. The institute follows several maintenance approaches, including:

- a) **Routine Maintenance** – Regular upkeep to ensure facilities remain in good working condition.
- b) **Preventive Maintenance** – Proactive measures to prevent potential issues or equipment failures.
- c) **Scheduled Maintenance** – Maintenance planned in advance, following a specific timeline.
- d) **Corrective Maintenance** – Repairs undertaken to fix issues after faults are detected.
- e) **Request-Based Maintenance** – Handling requests or complaints from departments, offices, and hostels.

This structured maintenance strategy ensures efficient campus operations, catering to both academic and administrative needs.

Types	Type of Maintenance	Description of Work	Frequency
Civil work	Routine	Cleaning of offices, classrooms, studios, buildings, streets, grounds, activity area and washrooms	Daily

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	Preventive	a. Earthquake resistant design of new buildings b. Damp proof course c. Waterproofing of roofs	At the time of construction of new buildings
	Scheduled	Whitewash of building, cleaning of water tanks, Cleaning of drainage facilities	Once a year
		Whitewash of building	Every 2 to 3 years
	Corrective	Waterproofing and Peeling of plaster from ceiling	As and when required
	Request-Based	Repair and maintenance of civil works	As and when request is received (within 1-3 days)
Electrical	Scheduled	Diesel Generator sets, lighting, power distribution system, solar panel, Rain water harvesting	Once a year
	Corrective	Electric wiring in old buildings Major breakdown in transformers/fire to transformers	Every 3 years and As and when required
	Request-Based	Repair and maintenance of electric supply Major breakdown in water supply	As and when request is received (within office hours)
ICT	Scheduled	Maintenance of facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors, Audio system, Smart boards	As and when required
		All AMC-related aspects of ICT infrastructure	As per AMC schedule
	Preventive	Installation of antivirus/network security software in institute internet facilities	As and when required
	Request-Based	Repair and maintenance of internet/wi-fi facilities	As and when requested
General Maintenance	Routine	Landscape- Maintenance of lawn and garden in the institute	Daily
		Sports facilities – Indoor and Outdoor	Daily
		Fire extinguishers	
		Lift	Once a year and as and when required

The institute follows established procedures for the maintenance and upkeep of departments, offices, facilities, and purchase activities related to infrastructure maintenance. The Maintenance team and Accounts department, oversees all procurement

activities necessary for the upkeep of various areas, ensuring smooth and efficient operations across the campus.

Maintenance Team

- **ICT Maintenance Team:** ICT maintenance Team maintain the facilities like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors, Printers, ICT based Teaching learning facilities other ICT facilities through dedicated staff. The ICT Maintenance team of the Institute works under the supervision & guidance of COO of the Mahatma Education Society.
- **General Maintenance Team:** The General maintenance team is established to keep the campus hygienically clean, drinking water supply through dedicated staff. The maintenance of equipment's for water supply sets, sewage treatment, all types of electrical work, civil work etc. are undertaken as per standard maintenance schedule. The General Maintenance Cell is working under the supervision of COO of the Mahatma Education Society.

Procedure Adopted

Sharing of Resources

- Shared facilities, including the Conclaves, Auditorium, Sports grounds, Indoor sports areas, E-Learning Studio, Maker Studio, UXO Lab, Research and Innovation Workshop, Doctor's Room, and Staff Lounge, are accessible to all institutes on campus. However, activities in these spaces must not interfere with the regular operations of the college or other institutes.
- Library resources are available free of charge to UG, PG students, and research scholars from external institutions.
- The vehicle parking area is shared among all institutes on campus.

Maintenance of Resources

- An Annual Maintenance Contract (AMC) will be established for the upkeep of ICT resources, including smart classrooms, CCTV cameras, Wi-Fi facilities, and the website.
- The General Maintenance Team will maintain a record of all tools, equipment, machinery, and other items that are operational or have been removed.
- Skilled workers for carpentry, electrical work, plumbing, and ICT facilities will be available on campus as needed.
- Any repairs, modifications, or alterations required for equipment, furniture, or utilities must be reported to the General Maintenance Team by teachers or staff.
- Classrooms should be well-maintained by both the students and the teacher in charge.
- At the end of each academic year, the class in charge must conduct an audit of the furniture, equipment, and utilities in the classroom they oversee and report any



necessary modifications, alterations, repairs, or replacements to the General Maintenance Team.

- Prior to the start of each academic year, management must ensure that classrooms are properly maintained and adequately furnished.
- Any complaints regarding leaks or blockages in wash areas and toilets used by students and staff must be reported immediately to the General Maintenance Team.

Purchase of resources

- The Library committee to decide upon the purchase and up gradation of Library Resources.
- All equipment for the Architecture labs is to be purchased from standard scientific companies as per the norms by the government.
- In the beginning of the Academic Year lab in-charges must decide and upgrade the equipment and materials required for the respective labs
- Cash transactions are not allowed for purchases of Equipment's.
- For repairs and up gradation of Infrastructure which would require less than Rs. 5000 can be made with the approval of the Principal but for more than Rs.5000, permission from the Management Council to be sought
- Purchase of Energy saving and STAR rated devices to be promoted.

Complaint form is maintained for various services like electrical, plumbing, housekeeping etc. both for academic and hostel buildings. The e-system (through email) is functioning in the Institute for fast service.

- Minor maintenance tasks are performed by labourers appointed by the General Maintenance Team.
- Major maintenance work is conducted through contracts established via the Annual Maintenance Contract (AMC) system, tendering procedures, or the empanelment of service providers, depending on the scope of the work.
- Lab maintenance and upkeep are managed by their respective Laboratory In-charges, who also maintain utilization reports.
- Advanced and expensive equipment is maintained through Annual Maintenance Contracts (AMC) or through established service providers.
- Equipment, instruments, and appliances used in the teaching-learning process are serviced by internal technical staff, external providers, and AMCs.
- The procurement of maintenance services and parts/components follows a well-established purchasing mechanism under the oversight of the General Maintenance Team.
- Periodic maintenance needs are reported by Principals, Heads of Departments (HoDs), and Faculty In-charges to the relevant Maintenance Cell.



- Before each new academic semester, all teaching and learning facilities, including hostels and sports areas, are maintained by the appropriate Maintenance Cell.
- Each laboratory is overseen by a faculty member acting as Professor In-charge, supported by a Lab Assistant and an attendant. The Lab In-charge is responsible for maintaining and updating laboratory equipment to align with curriculum changes. Physical verification is conducted to assess the condition of equipment, identifying working, non-working, and missing items.
- Yearly preventive maintenance and performance evaluations are carried out by the respective lab staff.
- Laboratory personnel maintain records of equipment, computers, and materials used in experiments.
- Safety equipment is installed in laboratories to mitigate hazards, and fire safety measures are in place as per standard operating procedures.
- Sports facilities, including grounds, gymnasiums, and indoor game areas, are regularly maintained by the Sports Officer, who oversees all sports activities and manages the issuance of sports equipment according to event schedules. If equipment malfunctions, the Sports Officer submits a maintenance proposal and implements timely preventive measures.
- The Sports Officer also maintains records of sports facility usage, activities conducted, and student achievements.
- IT coordinators are designated in various departments to manage ICT facilities, coordinating with the ICT Maintenance Team through the Principal to ensure effective ICT operations. Technical aids such as multimedia projectors, laptops, desktops, printers, Wi-Fi, and LAN are maintained by the IT Cell via service providers or AMCs.
- Classrooms, equipped with necessary ICT tools, are allocated to departments according to their timetables. Daily cleaning is monitored by an institute supervisor, with oversight from the Principal and Class In-Charges to ensure cleanliness is maintained.

Maintenance of Class rooms, Studios and Laboratory Equipment

- PiCA's architectural laboratories are equipped with advanced facilities and equipment, each overseen by a designated Laboratory In-charge responsible for submitting proposals for maintenance and upgrades.
- The respective In-charges ensure the upkeep and maintenance of laboratory equipment and facilities.
- Stock and asset registers are maintained by the Laboratory In-charges to keep track of equipment.
- Any instances of breakage or necessary repairs are reported to the Principal, who facilitates prompt action to restore functionality.



- For maintenance tasks that cannot be handled internally, external equipment manufacturers are engaged, and agreements or Annual Maintenance Contracts (AMCs) are established with relevant service providers.
- An AMC is implemented for high-end equipment, servers, and computers based on requirements.
- Repair and maintenance of other electronic devices, such as computers, projectors, interactive smart boards, printers, and photocopiers, are managed by the respective departments.
- Classrooms, along with their furniture and teaching aids, as well as laboratories, are maintained by the respective Class In-charges, faculty members, and attendants, with oversight from the Principal.

Maintenance of ICT Facilities

- The ICT facilities, encompassing campus-wide network infrastructure, Wi-Fi, LAN, and servers, are managed by the ICT Maintenance Team.
- This team is responsible for maintaining computers, servers, campus Wi-Fi, and addressing other internet-related issues.
- Annual maintenance of computers, including software installation and antivirus updates, is conducted by the ICT Maintenance Team.
- Complaints regarding internet issues from departments and administrative offices are handled and resolved by computer operators.
- The ICT Maintenance Team oversees maintenance activities related to IT infrastructure, including Computer Labs, internet lease lines, Wi-Fi facilities, E-Learning Studios, Media Centres, the Institute Website, ERP System, IT-enabled classrooms, seminar halls, and auditoriums.

Maintenance of the PiCA Library

- The library is managed by the Librarian and a dedicated support team.
- Regular maintenance of library services, including the Management Information System (MIS), digital section, reference section, book issuing area, and equipment, is conducted by the staff.
- The Librarian and supporting staff ensure that instructional materials are readily available and effectively utilized in the teaching and learning processes.
- Stock verification is performed at the end of each academic year to assess library resources.
- The Librarian prepares a report on the utilization of books by students and staff.
- Book procurement is initiated by the library committee, which gathers requests from various departments and processes them according to established procurement procedures.

Maintenance of Workshop Areas

To foster diverse skill development in students, the Institute features various workshop areas equipped with facilities for mural making, carpentry, fitting, bench working, CNC cutting, and laser cutting. Each workshop is outfitted with modern machinery and tools. The activities within the



workshops are managed by a dedicated team comprising a Workshop Superintendent, Assistant Workshop Superintendent, Junior Engineer, Foremen, Instructors, Mechanics, and other staff, ensuring a structured and supportive learning environment.

Maintenance of Sports Facilities

The Institute offers sports facilities managed by a dedicated sports in-charge who oversees all sports activities and facilities. The maintenance of the sports grounds is the responsibility of the General Maintenance Team. Procurement of sports equipment and facilities is conducted based on the specific requirements identified by the sports in-charge.

Maintenance of Hostels

All hostels are equipped with essential amenities, including individual cots, study tables, chairs, and wardrobes featuring locking facilities. A dedicated maintenance team ensures that the hostels are well-kept, and a reliable drinking water facility is provided. Additional amenities include a mess and a common room with a television. Wardens and caretakers are appointed to oversee the hostels, ensuring a comfortable living environment. Regular repairs are conducted for furniture, doors, windows, fans, lights, water purifiers, and electrical points. The hostels undergo routine cleaning of washrooms, kitchens, corridors, and surrounding areas. Maintenance of overhead water tanks, drainage systems, and septic tanks is also performed regularly to uphold hygiene and functionality.

Campus Cleanliness

The cleanliness of the campus, including academic and administrative buildings, is maintained through daily cleaning conducted by the housekeeping staff each morning before regular classes commence. This ensures a tidy and welcoming environment for students and faculty throughout the day.

Annual Stock Checking

Annual stock audits of furniture, laboratory equipment, stationery, ICT facilities, and sports items across all sections of the institute are conducted through a Physical Verification process. Items that are no longer in use or have reached the end of their useful life are identified and auctioned accordingly.

Roles and Responsibilities

The Infrastructure Maintenance Policy assigns specific roles and responsibilities to various stakeholders within the institution. Management is responsible for establishing and overseeing the policy, ensuring regulatory compliance, and allocating necessary resources. The General Maintenance Team manages overall maintenance activities and inspections while coordinating repair work with different departments.



Principal and Faculty In-Charges identify maintenance needs and report them, ensuring proper usage and upkeep of their respective facilities. Laboratory In-Charges oversee the maintenance and safety compliance of lab equipment, conduct stock verification, and report any issues that arise. The ICT Maintenance Team focuses on maintaining ICT facilities and resolving related concerns, including regular updates of technological resources.

The Sports In-Charge manages sports facilities and equipment maintenance, keeps records of usage, and submits proposals for any required maintenance. Library Staff are tasked with maintaining library resources and services, conducting stock verification, and initiating procurement processes as necessary.

Housekeeping staff perform daily cleaning and upkeep of campus facilities, promptly reporting maintenance issues to the General Maintenance Team. Lastly, external service providers are engaged to handle specialized maintenance tasks and provide expertise for high-end equipment repairs. This structured approach ensures effective infrastructure maintenance across the institution.

Policy Documents on Disable-Friendly, Barrier Free Environment

Pillai College of Architecture (PiCA) is committed to fostering an inclusive and equitable environment for all students, faculty, and staff, including persons with disabilities. This policy aligns with the provisions of the Rights of Persons with Disabilities Act, 2016, ensuring equal opportunities, dignity, and full participation of Person with disabilities in all aspects of educational tenure. This policy applies to all students, faculty, staff, and visitors of PiCA, including prospective students and employees, within the premises of the institution and during any institution- related activities.

Objectives:

- To create an inclusive and accessible environment at PiCA.
- To ensure compliance with the Rights of Persons with Disabilities Act, 2016.
- To provide appropriate support and reasonable accommodations to person with disabilities.
- To promote awareness and sensitization among stakeholders about disability rights and inclusion.
- Institutional Commitments to foster Disable-friendly and Barrier free environment:

Accessibility:

- Ensure all buildings and facilities, including classrooms, laboratories, libraries, restrooms, and recreational areas, are accessible as per the harmonized Guidelines and Standards for Barrier-Free Built Environment.
- Provide assistive devices, technology, and other aids as required.
- Develop and maintain an accessible website and digital resources.



Admission and Employment:

- Ensure a transparent and non-discriminatory admission and recruitment process.
- Provide necessary accommodations during entrance exams, interviews, and other selection processes.

Academic and Examination Support:

- Ensure Persons with disabilities have access to scribes, extra time, or other necessary accommodations during examinations.
- Provide accessible software and tools for architectural design and drafting

Grievance Redressal:

- Establish a dedicated grievance redressal mechanism for Persons with disabilities.

Financial Assistance:

- Provide scholarships or financial aid to Person with disabilities as per institutional and governmental policies.

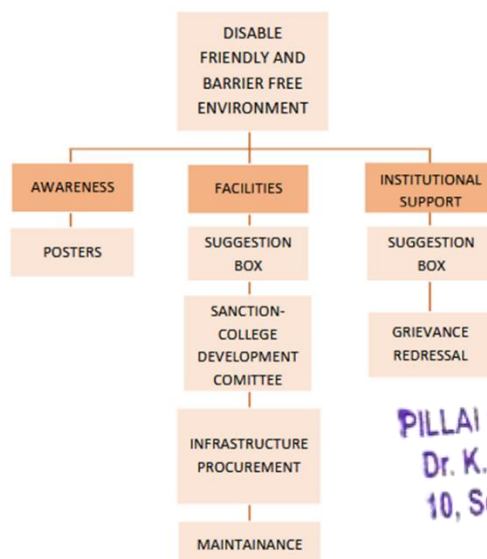
Implementation:

- Conduct regular audits to assess and enhance campus accessibility.

Review and Amendments:

- This policy shall be reviewed periodically and amended as necessary to align with changes in legislation or institutional requirements.
- Process and institutional framework to ensure disable friendly and barrier free environment

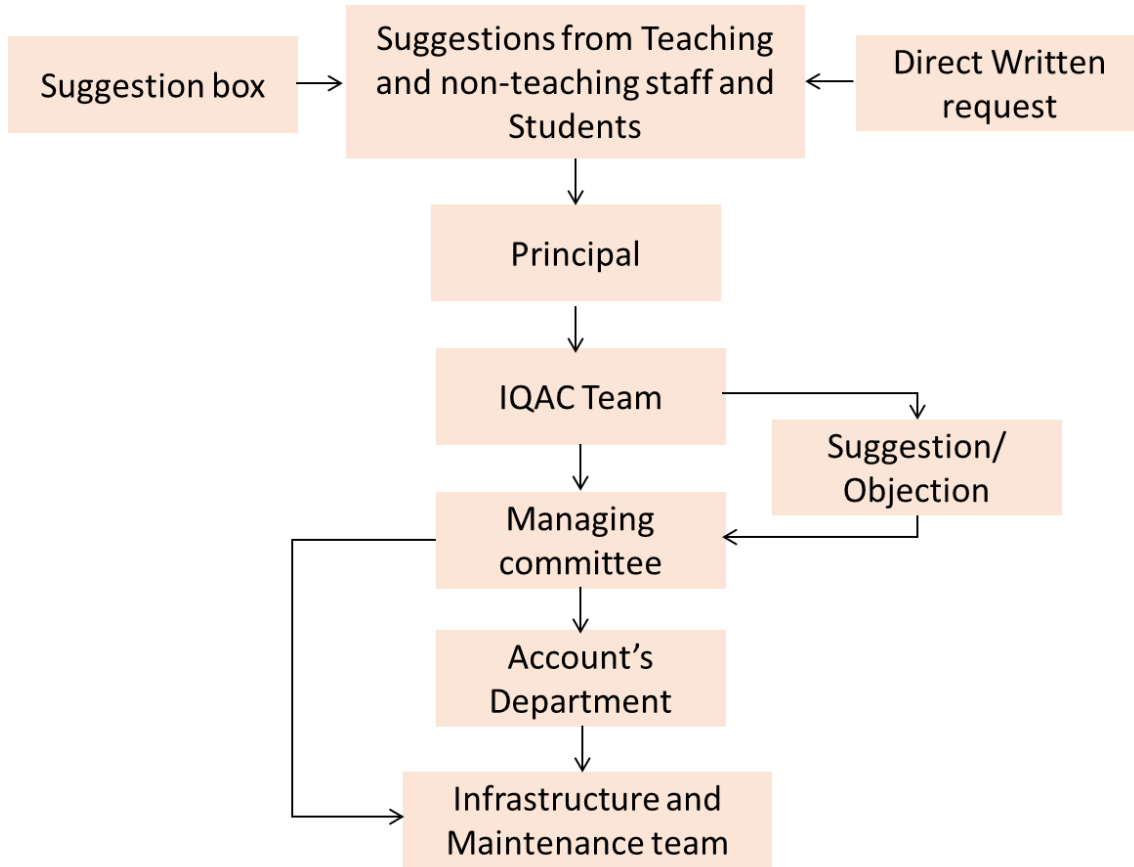
Process and institutional framework to ensure disable friendly and barrier free environment:



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Process for procurement of infrastructure and its maintenance at PiCA




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