



INNOVATIVE INSTITUTE OF LAW

Approved by Bar Council of India (BCI), Delhi & Affiliated To CCS University, Meerut, U. P.

MAINTENANCE POLICY




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1. Maintenance Policy for Resources

1.1 Sports:-

- Maintenance is a set of process and practices which aim to ensure the continuous and efficient operation of machineries, equipment and tools & spares.
- For this purpose, Innovative Institute of Law has on regular basis a maintenance system in which buying and maintenance of existing facilities is done in every session.
- Every year, principal audit stock registers properly and discuss with Physical Instructor for repairing, replacement and discussion for any new sports material.
- Sports material is issued to every team of college after proper entry in issue register and students need to submit it timely.

1.2. Library:-

- Library is maintained by keeping and displaying everything including books, Journals, Newspapers, Furniture etc.
- For this purpose librarian and helping staff is always ready for keeping books clean and covered.
- Librarian keeps books upright and firmly supported on shelf when shelving or retrieving.
- Students are instructed regularly not to write anything on books or journals.
- Books issue and return system is there. Every student can be issued three books at a time and they have to submit those books within 7 working days.
- If a student has not submitted the books issued to him on time, library will impose a fine of Rs. 5/- per day.
- If any book is damaged by the student he/she has to get it repaired and submit the same in the college library.

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1.3. Laboratory:-

- **Institute is running the following labs:-**

(1) Legal Aid Clinic

A legal aid clinic is a service provided by law schools, bar associations, or non-profit organizations to offer free or low-cost legal assistance to individuals who cannot afford traditional legal representation. These clinics typically focus on civil matters like landlord-tenant disputes, family law issues, immigration cases, and consumer rights. They often provide advice, document preparation, and sometimes representation in court. Additionally, they may offer educational workshops and outreach programs to empower communities with legal knowledge.

Legal aid requires a properly equipped client counseling room with seating capacity of 8-10 persons, as well as computer and printer facilities which are available at the college.

Maintenance Policy for Legal Aid Clinic:

- 1. Regular Inspections:** Conduct routine inspections of the legal aid clinic facilities to identify any maintenance issues with the counseling room, seating arrangements, technology, and other features.
- 2. Preventive Maintenance:** Implement a preventive maintenance schedule to address potential problems before they escalate. This includes checking and servicing furniture, technology equipment, and office facilities regularly.
- 3. Cleaning and Upkeep:** Establish a cleaning schedule to maintain a clean and welcoming environment in the legal aid clinic. This includes regular cleaning of the counseling room, seating areas, technology equipment, and office facilities.

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4. Technology Maintenance: Regularly inspect and update technology equipment, including computers, printers, and audio, visual equipment, to ensure proper functioning. Address any issues promptly to support the clinic's operations and client services.

5. Client Counseling Room: Ensure that the counseling room is properly maintained and equipped for client consultations. This includes maintaining seating arrangements, privacy features, and a comfortable environment for clients and staff.

6. Safety Checks: Conduct regular safety checks to ensure compliance with building codes and regulations. This includes checking emergency exits, lighting, and other safety features to ensure the safety of clients and staff.

7. Accessibility: Ensure that the legal aid clinic remains accessible to all clients, including individuals with disabilities. This includes maintaining features such as ramps, wheel-chair-accessible seating, and other accessibility aids.

8. Feedback Mechanism: Establish a feedback mechanism for clients and staff to report maintenance issues or provide suggestions for improvement. Act on feedback promptly to address concerns and continuously improve the legal aid clinic's facilities and services.

By implementing and adhering to this maintenance policy, the legal aid clinic can provide a professional and supportive environment for clients seeking legal assistance and for staff members delivering services.

(2) Moot Court-The infrastructure for a moot court typically includes: Institute has a seated Moot Court with a sitting capacity of 60 persons.

1. Courtroom Setup: A room designed to resemble a real courtroom, complete with a judge's bench, witness stand, counsel tables, and seating for spectators.

2. Technology: Audio-visual equipment such as microphones, projectors, and screens for presentations, as well as recording devices for performance evaluation and feedback.

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- 3. Furniture:** Comfortable seating for participants and spectators, including benches for the audience and tables and chairs for the legal teams.
- 4. Legal Library:** Access to legal resources, including books, journals, databases, and online research tools, to aid participants in preparing their arguments.
- 5. Mock Trial Materials:** Props and materials to simulate a courtroom environment, including legal documents, evidence exhibits, and trial briefs.
- 6. Dress Code:** Guidelines for participants to adhere to professional attire, mirroring the expectations of a real courtroom setting.
- 7. Judges and Coaches:** Qualified legal professionals to serve as judges, providing feedback and evaluating participants' performance, as well as coaches to mentor and train the competing teams.
- 8. Administrative Support:** Personnel to manage logistics, scheduling, registration, and other administrative tasks to ensure the smooth operation of the moot court competition.

By providing these essential elements, a moot court infrastructure facilitates immersive learning experiences and practical training for aspiring legal professionals.

Maintenance Policy for Moot Court:

- 1. Regular Inspections:** Conduct routine inspections of the moot court facilities to identify any maintenance issues with seating, technology, courtroom setup, and other features.
- 2. Preventive Maintenance:** Implement a preventive maintenance schedule to address potential problems before they escalate. This includes checking and servicing audiovisual equipment, courtroom props, and technology systems regularly.
- 3. Cleaning and Upkeep:** Establish a cleaning schedule to maintain a clean and professional environment in the moot court. This includes regular cleaning of seating, courtroom setup, audiovisual equipment, and other facilities.

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4. Technology Maintenance: Regularly inspect and update audiovisual equipment, including microphones, projectors, screens, and recording devices, to ensure proper functioning during moot court proceedings.

5. Courtroom Setup: Ensure that the moot courtroom is properly set up for hearings and simulations. This includes maintaining courtroom props, such as judge's bench, witness stand, counsel tables, and seating arrangements for participants and spectators.

6. Safety Checks: Conduct regular safety checks to ensure compliance with building codes and regulations. This includes checking emergency exits, lighting, and other safety features to ensure the safety of participants and spectators during moot court proceedings.

7. Accessibility: Ensure that the moot court facilities remain accessible to all participants, including individuals with disabilities. This includes maintaining features such as ramps, wheelchair-accessible seating, and other accessibility aids.

8. Feedback Mechanism: Establish a feedback mechanism for participants to report maintenance issues or provide suggestions for improvement. Act on feedback promptly to address concerns and continuously improve the moot court facilities and services.

By implementing and adhering to this maintenance policy, the moot court can provide a professional and functional environment for mock trials, simulations, and other legal education activities.

1.4. Computer Lab:-

- Computer lab is equipped with 45 computers and is well furnished.
- Keeping computer in good condition lengthens the life of computer both internally and externally.
- Computer lab-incharge maintains all cable through a panel of cable clips.
- To avoid over charging all cables are unplugged after proper cleaning and dusting on daily basis.

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- Lab incharge removes unnecessary download programs and files from the system and use of antivirus is done on regular basis.
- For safety of computers from others, password is used by the computer operator. Back up of all data is available.
- Helpers are available to clean or remove dust from vents and fans. In every session, college buys important material related to computer Lab.
- All computers are well functional.
- Along with daily cleanliness, all the equipment is carefully maintained.

1.5 Class Rooms:-

- 50% Classroom have a Smart Panel and RCT English Facilities.
- Class rooms are place where students and teachers use to interact directly.
- So students are instructed regularly by teachers that they have to maintain their classes very well.
- Cleaning is done by the helpers on daily basis and dustbins are available for throwing any waste.
- When students use to give presentations, their performance teachers guide them to use equipment properly but if any equipment is found in a damage condition then the incharge calls the concerned contractor to repair those items.

1.6 Tutorials Rooms:-

A tutorial room for law students should ideally include the following features:

- 1. Seating Arrangement:** Adequate seating for students, preferably in a configuration conducive to group discussions and interactions.
- 2. Technology:** Access to audiovisual equipment such as projectors, screens, and whiteboards for presentations and discussions.
- 3. Study Resources:** Availability of legal textbooks, reference materials, and online research databases to support students' learning and research needs.
- 4. Internet Access:** Reliable internet connectivity to facilitate online research and access to legal databases and resources.

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5. Comfortable Environment: Comfortable seating, proper lighting, and temperature control to create an environment conducive to learning and concentration.

6. Accessibility: The room should be easily accessible to students with disabilities and equipped with features such as ramps and wheelchair-accessible desks.

7. Quiet Space: Minimized noise disturbance to allow for focused study and discussion.

8. Flexible Layout: Adjustable furniture and modular design to accommodate different teaching and learning activities.

By providing these features, a tutorial room can serve as an effective space for law students to engage in collaborative learning, discussions, and academic activities.

1.7 Seminar Hall:-

A maintenance policy for a seminar hall should ensure that the facility is well-maintained to provide a conducive environment for various events and activities. Here are some key components of such a policy:

1. Regular Inspections: Schedule routine inspections to identify any maintenance issues such as damaged furniture, lighting problems, or equipment malfunctions.

2. Preventive Maintenance: Implement a preventive maintenance program to address potential issues before they escalate, including tasks such as HVAC system checks, electrical system inspections, and plumbing maintenance.

3. Cleaning Schedule: Establish a regular cleaning schedule to keep the seminar hall tidy and presentable, including vacuuming, dusting, and restroom maintenance.

4. Repairs and Upgrades: Promptly address any repairs needed, whether it's fixing broken furniture, repairing audiovisual equipment, or replacing worn-out carpeting. Additionally, consider periodic upgrades to keep the facility up-to-date with technological advancements and aesthetic trends.

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5. Safety Checks: Conduct regular safety checks to ensure compliance with building codes and regulations, including fire safety measures, emergency lighting, and accessibility features.

6. Environmental Considerations: Implement sustainable practices such as energy-efficient lighting, waste reduction, and eco-friendly cleaning products to minimize environmental impact.

7. Feedback Mechanism: Establish a system for users to report maintenance issues and provide feedback on the condition of the seminar hall, allowing for timely responses and continuous improvement.

8. Budget Allocation: Allocate sufficient funds in the budget for ongoing maintenance and repairs, taking into account both routine upkeep and unexpected expenses.

By implementing a comprehensive maintenance policy, seminar hall managers can ensure that the facility remains functional, safe, and attractive for various events and gatherings.

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