

Maintenance Policy



MARIAN COLLEGE
KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Contents

1. Introduction
2. Purpose of the Policy
3. Facilities: Procedure of Maintenance
3.1 Laboratory, Internet Connectivity, Software & Wi Fi
3.2 Library
3.3 Class Rooms & Furniture
3.4 Sports & Gym Facilities
3.5 Power Supply, General Electrical Maintenance, & Solar Thermal Systems
3.6 Civil Works
3.7 Plumbing & Water Supply
3.8 Vehicles
3.9 Gardening
3.10 Campus Cleanliness

Establishment: 8 May 2012

Last Amended: 12 June 2013

Date Last Reviewed: 6 Nov 2017

Responsible Officer: Principal in collaboration with HODs/ Director or Dean of School

1. Introduction

MARIAN COLLEGE KUTTIKKANAM (AUTONOMOUS) owns and run state of the art infrastructure to convey its teaching, learning and research programmes. Institution has established system for maintenance and utilisation of its Laboratory, Library, Class Rooms & Furniture, Sports & Gym Facilities, Internet Connectivity, Software & WiFi, Power Supply & General Electrical Maintenance, CC TV, Solar Thermal Systems, Civil Works, Plumbing & Water Supply, Vehicles, and Gardening.

This document depicts a framework of management and a plan on the allocation of responsibilities to guarantee effective maintenance of physical infrastructure of the institution.

2. Purpose of the policy

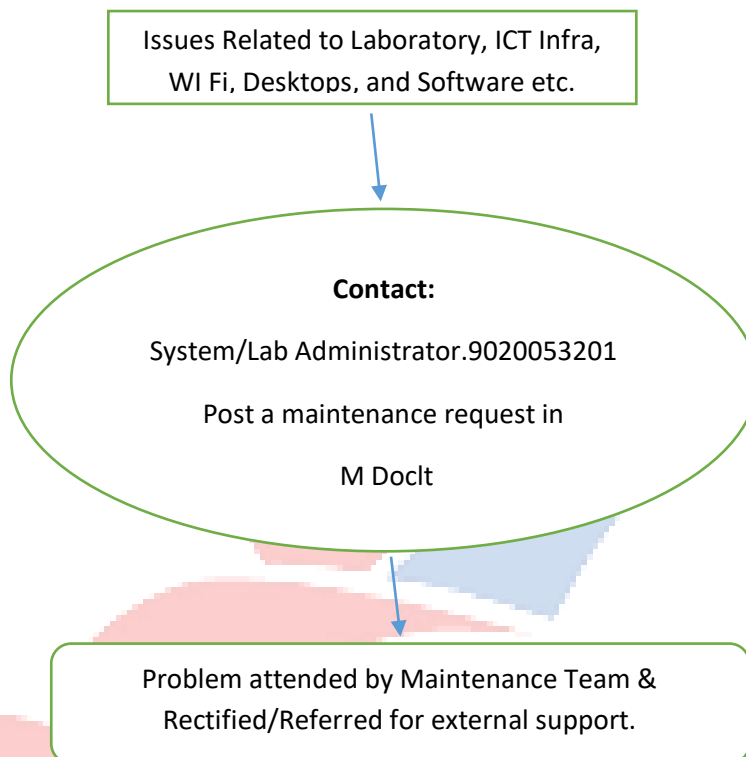
This policy aims at the enforcement of procedures and systems for the maintenance of academic and other infrastructure facilities in the campus

3. Facilities: Procedure of Maintenance

3.1 Laboratory, Internet Connectivity, Software, CC TV & WiFi

Each laboratory has Laboratory Administrator and Laboratory Attendants. They look after the day to today maintenance and cleanliness. Computer lab is having a team of technicians to look into all kind of maintenance related to ICT infrastructure of the college. except major replacements. They corrects Desk tops, LCD projectors, pull down screens Televisions, CC TV, Internet Connectivity, Software updating, Wi-Fi and sound system.

The maintenance team of the other labs will take care of periodic maintenance and minor corrections and replacements needed. The college has also done Annual Maintenance Contract with the vendors. It has adopted the policy of AMC of high value equipment's with the suppliers of Equipment.



3.2 Library

Library is maintained by the professional Librarian with the help of five library staff who are responsible to look after the daily maintenance. The library is fully automated and is open upto 10 P M. Regular software updates and checks are made.

The computer terminals with Wi-Fi connectivity for accessing e-resources are updated. Regular update is provided on the library website; email and WhatsApp services. Suggestion box installed in the library for improvement of services

3.3 Class Rooms & Furniture

The respective Head of the Department is responsible for the periodic inspection and maintenance of class rooms and furniture. He reports to the administration for all the maintenance work needed.

Proper maintenance and repair, if any is ensured before reopening of college after summer holidays and semester breaks. Respective maintenance departments take up the jobs to be done.

3.4 Sports & Gym Facilities

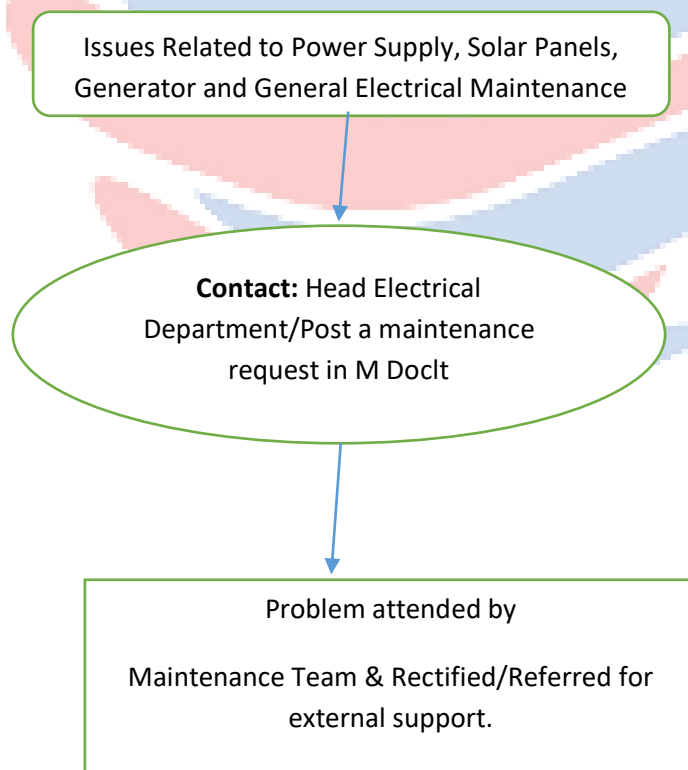
The sports and games facilities, equipment and gymnasium are supervised and kept in good shape by the Physical Education Department. The physical Director and Faculty members of the department see that needed support and expertise is hired as and when required to keep the Sports and Gymnasium facilities intact.

Funds required for maintenance is drawn from the college funds upon drawing corresponding vouchers.

3.5 Power Supply & General Electrical Maintenance

Power supply, general electrical maintenance and Generator support are supervised and maintained by the Electrical Department of the college. A need, correction or replacement required is informed to the department/posted in M Doct, and the Head of the electrical department will depute the electrician to attend the request and rectify/refer the trouble identified.

Apart from the same daily supervision to ensure efficiency of operation is conducted. Funds required for the upkeep of the Power Supply of the institution is set aside in every year's budget.



3.6 Civil Works

Civil works as per requirement are supervised and maintained by the Civil Department of the college. A need, correction or repair required is informed to the department/posted in M Doct, and the Head of the civil department will depute the workers to attend the request and rectify/refer the trouble identified.

Head of the institution monitor and audit the civil works done by the civil department. He is supported by the civil engineer in charge and the construction committee. Major maintenance in this regard is to be approved by the committee in advance.

3.7 Plumbing & Water Supply

Water supply and related plumbing works of the entire college premises is bestowed upon the Plumbing division of the institution. Any requisition in this regard is taken up by the department and corrected in shortest possible time. A need, correction or repair required is informed to the plumbing department/posted in M Doct, and the Head of the plumbing department will depute the workers to attend the request and rectify/refer the trouble/need identified.

3.8 Vehicles

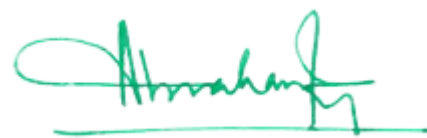
Periodic maintenance and check of the college bus and other vehicles of the college is ensured by entering into periodic maintenance contract with the service providers. Administrator of the institution keep a calendar in this regard and needed action is initiated. Chauffeurs are asked to report the requisition to the administrator.

3.9 Garden & Landscaping

Green Environmental features, garden, landscaping and tree preservation of the campus is effected by a green board headed by the Vice Principal of the college. Ample number of personnel are employed for the upkeep and expansion of the same. Annual green audit conducted looks into this part as well. Timely expansion of the woodland is taken up by various organizations active in the college.

3.10 Campus Cleanliness

Cleaning of the campus premises including all the buildings is performed daily before and after class hours. Wash rooms are cleaned thrice a day. The whole campus area is maintained by the house keeping wing of the institution. The division is led by a supervisor and activities are thoroughly monitored by the Vice Principals of the college.



Principal