

AL - AMEEN COLLEGE, EDATHALA



INFRASTRUCTURE MAINTENANCE POLICY

Introduction:

Infrastructure lays a significant role in the success of every academic institution. It includes buildings, classrooms, library, laboratories, sports complex and lab equipments, drinking water facilities, sanitation and hygiene facilities etc. The Institute has an established system for maintenance and utilisation of its infrastructure along with physical and academic facilities. The management lays a structural framework regarding the allocation of duties and responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Apart from the annual maintenance programmes, measures are taken for timely redressal of problems arising in the infrastructural aspects of the institution.

The maintenance of infrastructure and other academic facilities are of great importance so as to cater to:

- Augmentation as part of Innovative Developments.
- Upgrading the existing facilities.
- Maintenance on systematic and situational basis.
- Repairs and Replacement on systematic and situational grounds.

The Maintenance policy is aimed to create a transparent system for preservation and upgrading of its infrastructure and basic amenities.

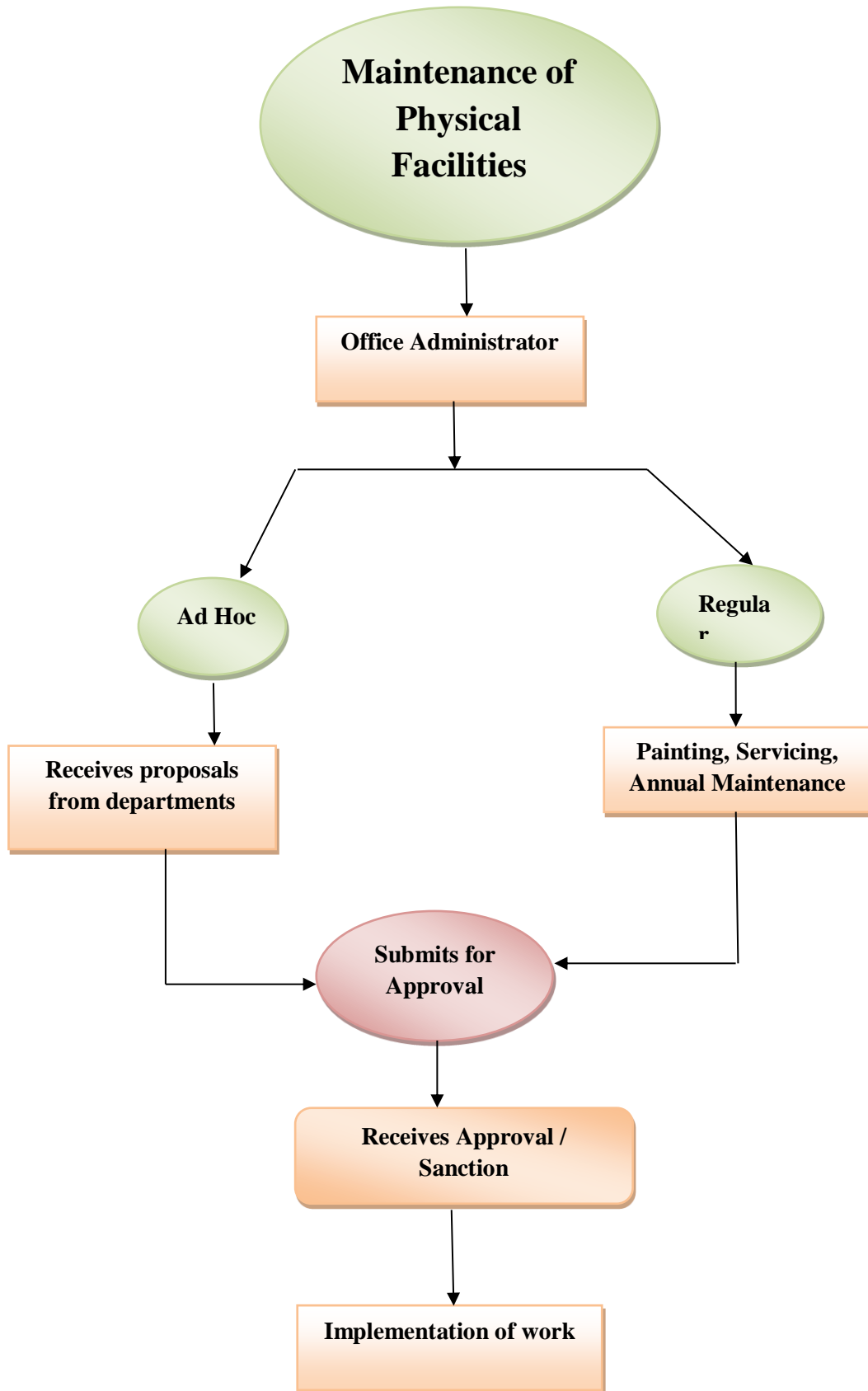
The policy covers the following aspects:

- **Maintenance and Utilisation of Physical Facilities:**

The College Planning Committee is authorised to deal with the purchase / construction, repairs and maintenance of infrastructure and other academic facilities of the institution. The development proposals for infrastructure augmentation are routed to the Planning Committee from each department, certified by concerned Head of the Department, IQAC Co ordinator and Office Superintendent. The Planning Committee headed by the Principal, analyse the proposal and if feasible is directed to the Management for the final approval. The general infrastructure augmentation is taken up by the IQAC or Planning Committee in the Staff Council meetings.

In order to assure effective utilisation of the physical facilities utmost care is taken to maintain cleanliness and safety by the Supporting Staff. The departments, cells/clubs or committees who are intending to utilise the common facilities like seminar hall, auditorium, board room etc for organising academic and cultural events should submit their proposal in the prescribed form circulated by the IQAC. The IQAC team will register the activity and provides approval and allocation of facilities on a first come priority basis in consultation with the Principal and Office Superintendent.

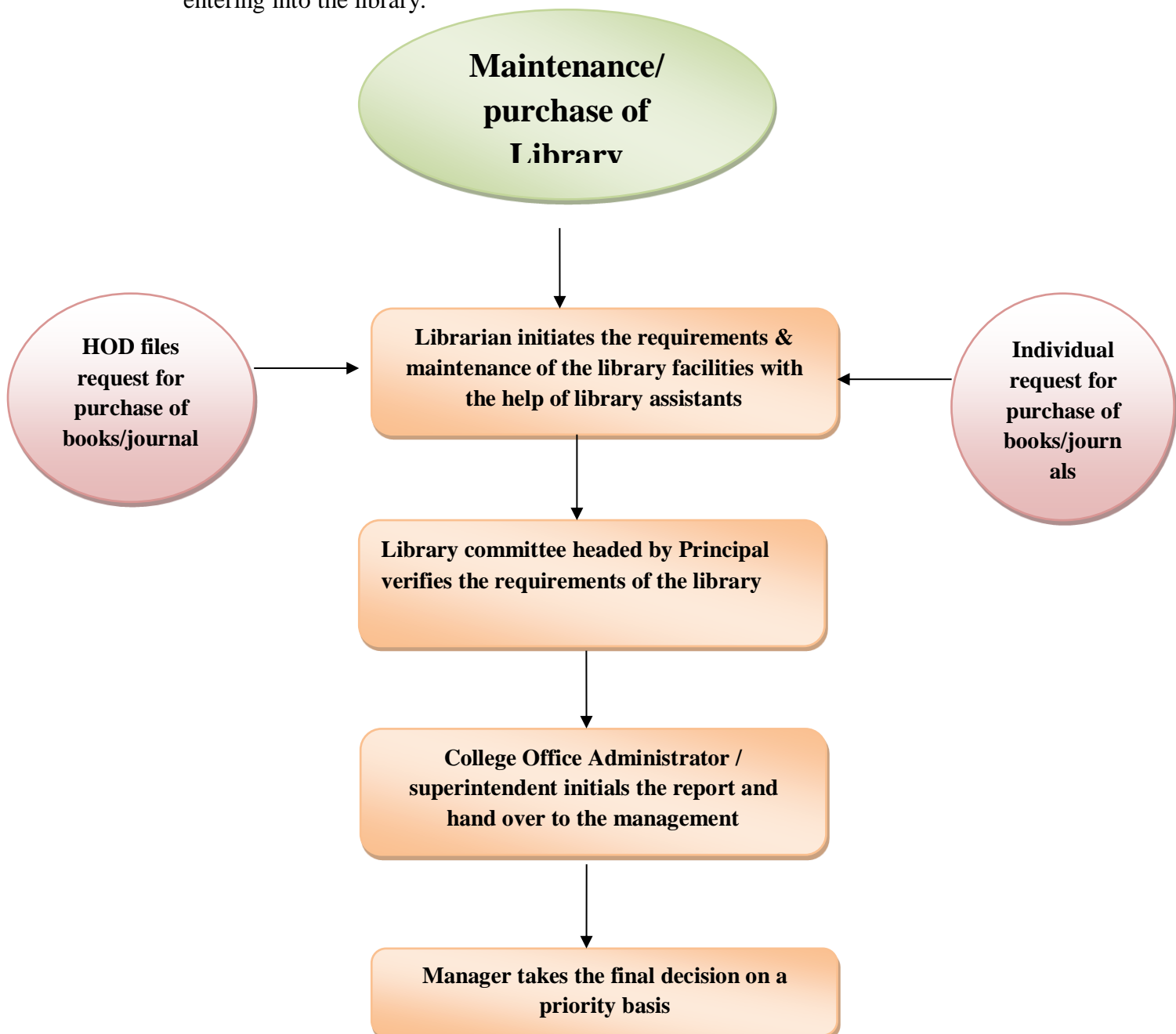
Following flow chart depicts the smooth process of maintenance and utilisation of physical facilities in the institution:



- **Maintenance and utilisation of Library Resources**

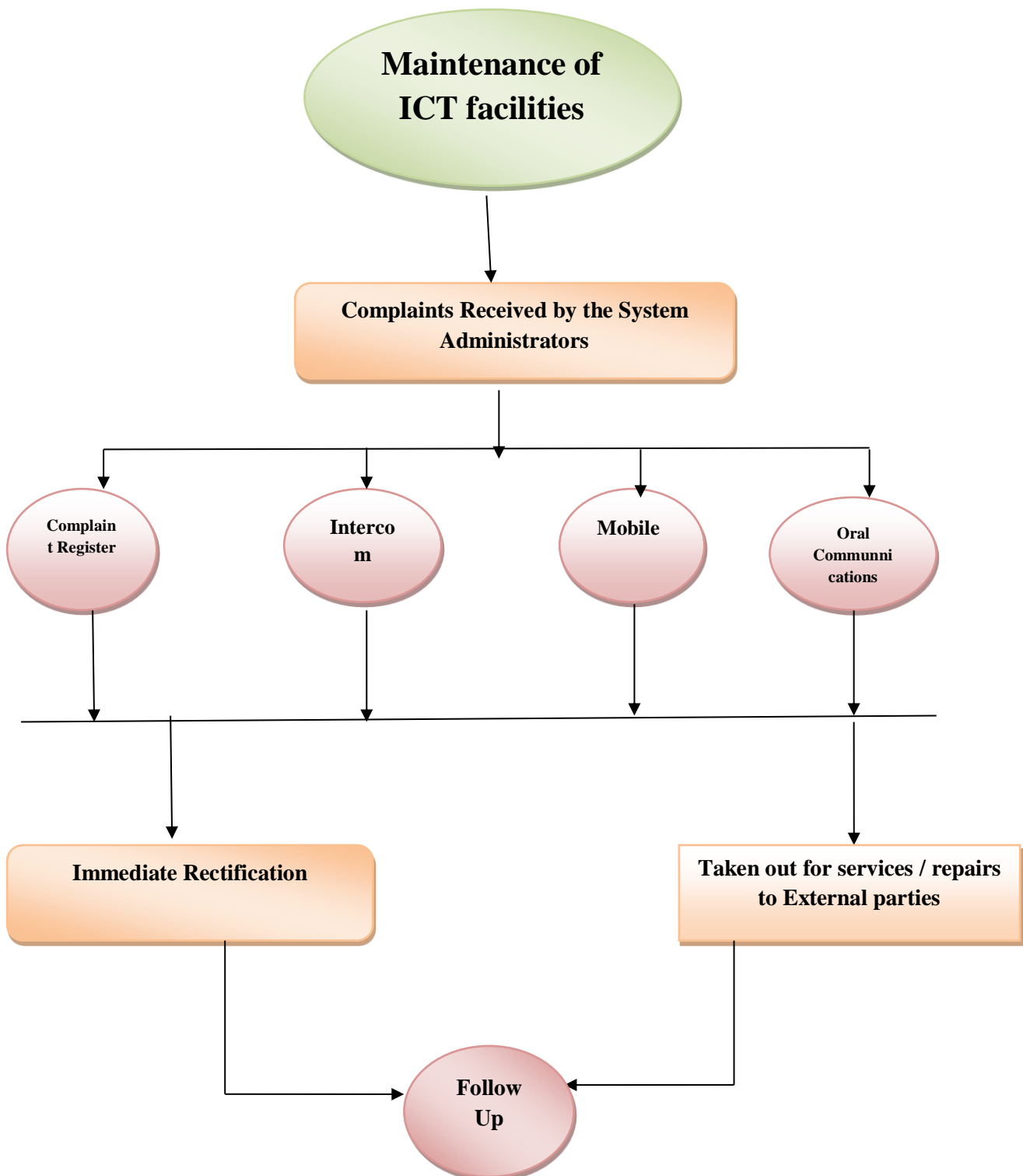
The Librarian takes adequate step to maintain the Library and its premises clean and tidy. The students and staff are given clear cut instructions about handling the bound volumes, reference copies and other rare books in a very cautious manner. The following precautions are made by the Librarian for the smooth and effective functioning of Library:

- Separate shelves are maintained for keeping bound volumes, References, Periodicals, and Journals etc.
- As part of taking precautionary steps to avoid accumulation of dust over the books, regular cleaning is done by the staff and the entrants are requested to remove their foot wears while entering the library.
- Proper pest management is undertaken on a periodical basis.
- A log book is maintained separately for staff and students.
- The belongings of the staff and students are to be kept in the concerned shelves before entering into the library.



- **Maintenance of ICT Facilities**

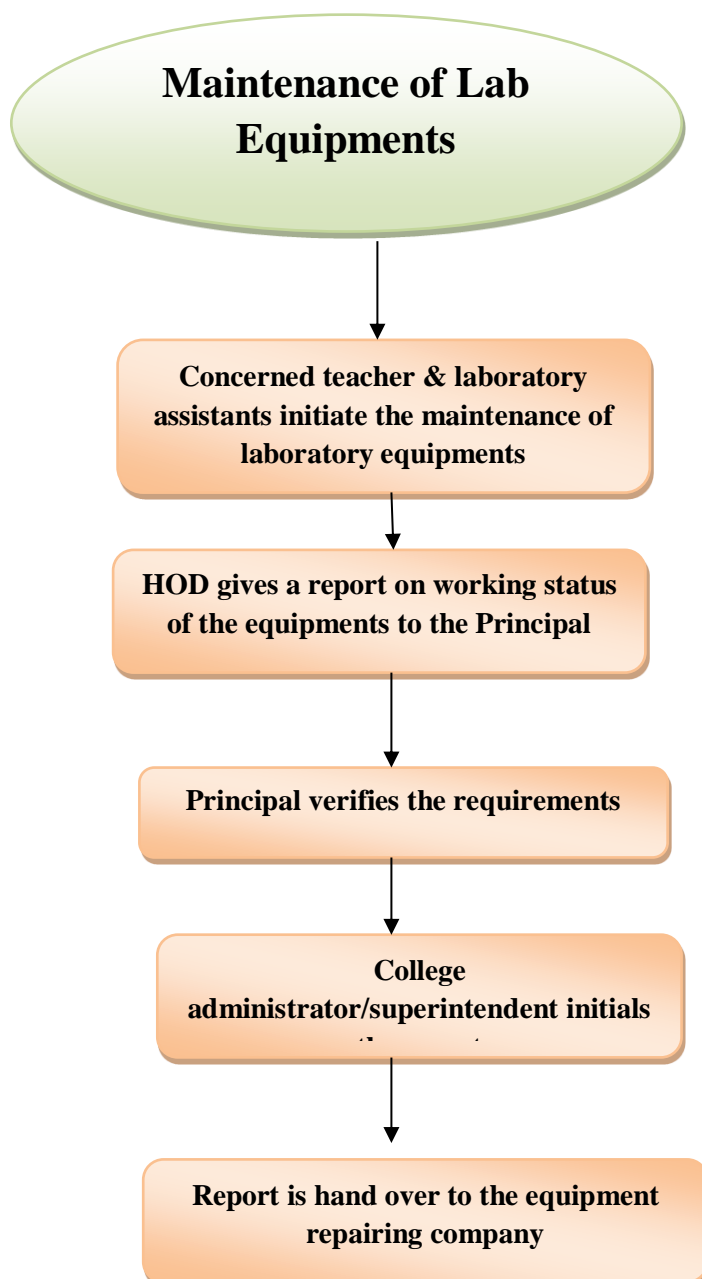
The maintenance and utilisation of ICT facilities are handled effectively with the help of System Administrators. There is an annual maintenance scheduled periodically which includes servicing, installation of software's, antivirus and up gradation. The system administrators will address the issues reported to them through complaint registers, intercom, mobile or personally immediately and follow up the procedures. If still problem persists, help from external expertise or external servicing is sought. A log book of the computer lab is also maintained to monitor the utilisation of ICT facilities. The following flow chart depicts the process of maintenance of ICT facilities in the institution.



- **Maintenance of Lab Equipments**

The concerned Teaching staffs, Lab Assistants are responsible to maintain the equipments in the Laboratory with utmost care and diligence. There is a systematic procedure maintained for log books, Stock registers, etc in the respective departments. A lab manual is also kept for the effective monitoring of utilisation of Lab equipments. The servicing and repairs of lab equipments are done periodically and if external servicing or if there is a need for replacing the lab equipments a request is forwarded by the Head of the Department to the Principal who in turn forward it to Manager for approval. After receiving the sanction the office superintendent passes the message to the Purchase Committee to initiate the purchase. Breakage of glassware by students is entered in the breakage register and charges are levied from the students at the end of each year. The condemned/obsolete items are discarded after notifying it to the Principal and it is entered in the stock register.

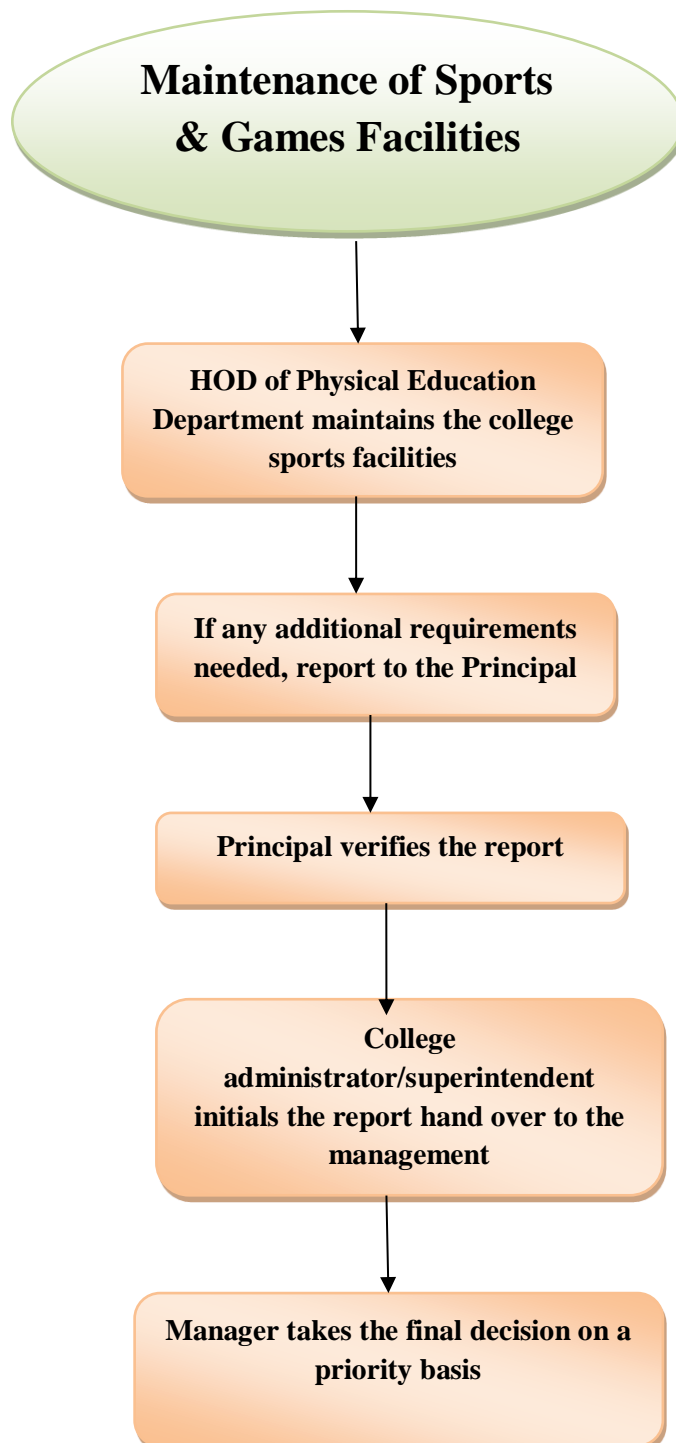
The flow chart illustrates the maintenance and utilisation of lab equipments:



- **Maintenance of Sports & Games Facilities**

The Head of the Department of Physical Education is the nodal officer responsible in maintaining and utilising the sports facilities, equipments, fitness equipments, ground and various courts. Periodical servicing and maintenance is undertaken without any delay for the equipments in the health club and gymnasium. The requirement for replacement or repairs of the equipments is noted to the Principal for approval and it is forwarded to the Manager for final decision. The decision is communicated to the office superintendant who in turn informs it to the Purchase Committee.

The Ground of the institution is utilised for various events and activities of the College and is also open for Al – Ameen Public School, Chandiroor, Edappally and Edathala for the conduct of their sports events.



- **Maintenance and Utilisation of Research Lab**

The research lab of the institution operates to fulfil the research activities of Students and Faculties in Science Stream. The Co ordinator of the Research Lab is in charge of utilising and maintaining the sophisticated lab equipments. The entry to the research lab is admitted for the students and staff with a prior approval from the co ordinator on submitting a request in written. There is a log book maintained in the lab to monitor and administer the usage of research lab and its equipments. The co ordinator submits a request to the Principal for the periodical maintenance, replacement and repairs of lab equipments which is forwarded to the Manager for sanction.

- **Maintenance of Campus Cleanliness**

To maintain clean and hygienic campus environment for the students and staff, a team of supporting staff is appointed who is responsible for the cleaning activities both in the morning and evening before and after regular class hours. Each floor is designated to supporting staffs that has to maintain cleanliness of class rooms, wash rooms etc in that particular area. The office superintendent allocates duty to the supporting staff and monitors whether the duties are carried on with due diligence.

- **Annual Stock Verification**

There is a systematic process followed at the end of every year regarding verification of stock of furniture, lab equipments, stationery, ICT facilities, library books, sports items and all assets. A team of staff is designated for the internal stock verification and validation at the end of every academic year and this team has to submit a written consolidated report stating the status of stock and highlighting the repairs to be undertaken. Based on the report provided by the verification team, the follow up actions are taken by the office administrator with prior approval of Principal and Management.