



Policy Document



ALL SAINTS' COLLEGE

THIRUVANANTHAPURAM-695007

Re-accredited with 'A' Grade by NAAC
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POLICY NAME

Policy for Maintenance of Physical
Facilities



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The physical facilities of the college are improved and augmented through the various committees established to monitor the health and upkeep of these facilities.

The college has well charted policies in place to ensure the seamless operation of these vital activities that are crucial for the working of these facilities and consequently, for the institution.

The college has the following committees for maintenance of the infrastructure of the college.

Maintenance Committee

The committee must comprise

The Principal

Representative of the Management

The Coordinator of the IQAC

The Librarian

Three faculty members of whom at least one must represent Humanities and Sciences respectively.

The committee must meet at least twice a year to discuss the processes of maintenance and to review the work done.

These works are to be divided into

1) Day-to-day maintenance

Maintenance of daily status of classrooms, gardens, grounds and security

2) Annual maintenance

Reconstruction, repair of structure of the institution, furniture and fixtures, transport, electronic equipment-including but not limited to computers and projectors, consumables, convenience facilities such as incinerators, vending machines.

The following facilities come under the direct purview of the Heads of the Departments:

Classrooms allotted to the department- cleanliness and waste disposal

Furniture and fixtures of the allotted classrooms

Computers, printers, projectors, Wi Fi routers allotted to the department

Labs (if applicable)-equipment, consumables, waste disposal, furniture and fixtures.

The Heads of the departments are to supervise and monitor the status of the above and report any requirement to the Maintenance who will intimate the personnel responsible for the upkeep of the same. The requirements must be reported as and when they rise and due diligence must be followed to ensure the maintenance is carried out. A satisfaction report must be sent by the Head regarding the work done to the maintenance committee.

Library





The Librarian is responsible for the daily maintenance of the movables and immovables in the library.

The annual stock-taking of the Library must be carried out in order to ascertain the status of the books and take note of damaged books.

The upgradation of library software as well as computers in the library must be placed before the maintenance committee for suitable action.

Sports

The faculty conducting sports and wellness activities in the college must supervise the daily status of the sports grounds, gymnasium and sporting equipment. The grounds must be maintained in conditions ideal for playing sports and for training.

The gymnasium must be inspected for hygiene and general wear and tear.

The status report of the gymnasium must be submitted at the end of each year so as to facilitate the general maintenance of the equipment

Laboratories

The status of the general upkeep of laboratories, including the computer labs, language lab, departmental laboratories must be effectively monitored by the Maintenance committee and suitable action may be carried out to remedy any issues raised.

Labs must carry out stock taking of equipment annually.

Guidelines for maintenance of physical facilities

Institutional maintenance – Daily

- 1) Grounds, gardens should be cleaned and maintained to ensure pest-free and clutter free environment.
- 2) Washrooms must be cleaned and sanitary-napkin vending machines and incinerators checked for functionality.
- 3) Dustbins to be provided in all classrooms.
- 4) Bins with provisions for segregating waste to be placed at strategic points in the campus.
- 5) Signages regarding ban on use of plastic to be displayed at visible spots in the campus.

Institutional maintenance- Annual

- 1) The repair and maintenance of computer, computer peripherals, library, electronic equipment of the college should be done in-house or by contracting external agencies through signing of AMCs.
- 2) The annual maintenance of the classrooms, supporting equipment, annexes, buildings housing additional infrastructure such as bus shed, two wheeler shed, ponds, water bodies, tanks, water distribution systems must be carried out through inspecting the functionality of the above mentioned facilities.
- 3) The energy efficiency of the college must be assessed through energy audits and periodic upgradation and maintenance must be done based on the recommendations to



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boost efficiency. These include inspecting the efficiency of lights, fans, wiring, power outlets and energy sources.

- 4) The green and environmental audit of the college must be carried out to ensure that the college is maintaining its green resources. The college can use these audits to monitor waste management in the college.

Responsibilities of the Maintenance Committee

- 1) The Maintenance Committee must be sensitive to the nature and urgency of the issues raised with it and take timely action.
- 2) The Maintenance committee is duty bound to address the issues raised with it within a week.
- 3) It must maintain record of work done and report to the IQAC in case of regular malfunction of any particular equipment.
- 4) It must assess the functioning of the agencies contracted to the college as per the AMCs and recommend continuance or severance of the same based on performance.
- 5) It must recommend and supervise general maintenance of the college and its facilities on an annual basis.



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