



**St. Mary's College (Autonomous)**  
Reaccredited with 'A+' Grade by NAAC (Cycle IV)  
Thoothukudi



**Criterion: IV – Infrastructure and Learning Facilities**  
**4.4 Maintenance of Campus Infrastructure**  
Year 2018-2023



#### 4.4.2. Established systems and procedures for maintaining and utilizing physical and academic support facilities

##### ➤ Policy on Maintenance

- Operate current expenses accounts jointly with the secretary and principal
- Consult with secretary and principal regarding day-to-day financial matters
- Maintain contributions, student welfare funds, poor students fund accounts
- Acknowledge donations by simple receipt/80-G receipt for 100% I.T. exemptions
- Register details of the students fee paid in the bank in the day to day cashbook
- Verify fees collections as per the students' strength of the college
- Scrutinize the Daily Fees collection Register (DFR) for regular college, self-supporting Courses, games with the challans and the Bank Statement
- Deduct loans and advances of staff at source, before payment with the approval of secretary and principal
- Put aside excess funds/surplus with the prior permission of the secretary and principal
- Get quotation before purchase of things
- Actively participate in all the non-academic activities of the institution
- Respect the right of the secretary, the principal, the director of the SSC to sanction
- Have in custody records relating to Bank accounts, namely cheque books, pass books, bank reconciliation statements
- Supervise the maintenance of the facilities and properties of the college

##### **Maintenance Policy of the Institution**

St. Mary's College has an extensive area of buildings utilised to deliver its teaching and research programmes. The management consolidates a framework to ensure that these facilities are maintained effectively to support the institution's strategic objectives. A consistent approach to the maintenance of all facilities of the college is done.

##### **Objectives**

- Ensure that facilities are adequately maintained
- Is in accordance with statutory compliance
- Makes certain the effective functioning throughout its service life
- Take appropriate decisions in selecting maintenance strategies
- Ascertain that a sound basis exists for the allocation of maintenance funds
- Ensures that equipments, ICT tools, Lab facilities are always in ready and usable condition
- See if the college can respond or rectify immediately to any default in equipment service and building
- Make sure that facilities are always calibrated to provide quality usage

- Checking generators and UPS on the level of diesel and water
- Prune and manure plants and trees

#### **Annual Maintenance**

- Annual checking to identify missing books in library
- Repair/Replace broken furniture, sports equipments in the gymnasium
- Annual Maintenance Contracts(AMC) and virus protection
- Repair/Replace worn-out parts in technical equipments and ICT tools

#### **Ethical Responsibilities**

- It is the prime concern of all who are part of St. Mary's to hold the properties of the institution as dear
- Students need to maintain the utilities provided to them with care
- Faculty need to guide in proper usage and maintenance of the classroom and campus
- Technicians and lab assistants constantly monitor the working conditions of the equipments
- Sanitary workers and cleanliness maintainers should consciously work to keep clean campus

Maximum utilization of the resources and facilities is possible if Marians conscientiously strive to maintain them efficiently.

#### **Hostel Administration**

The principal is the ex-officio director of the college hostel. She is answerable to the University and the Government, on all matters relating to the hostel administration and should therefore keep in touch with the hostel administration.

#### **Members of the Hostel Board**

- Principal
- College Procurator
- Director/Assistant Director
- Wardens
- Student representative

#### **Role of the Hostel Director**

The hostel director is appointed by the provincial. She can function for a term of three years independently in the day-to-day administration of the hostel.

#### **The Hostel Director has to**

- Make admissions to the hostel and plan the regular programme for the year in consultation with the assistant directors and wardens

### **Work Control**

- The technician and assistants in charge are required to give prior preventive maintenance plan
- They need to inform the predictive maintenance plan of likely defaults
- The secretary needs to be in charge of the contractor's services plan
- A shift work log must be maintained in the non-teaching staff office
- Hours of work/over-time work/ shift work/vacation time, be scheduled properly and record maintained
- Maintenance work request be maintained and recorded
- Details of maintenance work order of what, who, when and expenditure be maintained
- Allotment of who is in charge of what be defined and role assigned
- Organisational chart and duty time frames be listed

### **Facilities Protection**

- See to the facility security
- Ensure if there is Computer Security and information is secure
- Make certain if the Fire Protection System is always ready
- Generators and dangerous threat equipments are safely placed
- Wells are covered and corridors have raised barring structures

### **Environmental Concerns**

- See if the facilities maintained is away from health hazards
- If it is detrimental to environment concerns of the college
- Disposal of e-waste and dumping of waste is to be carefully done
- Ensure if it is in compliance with pollution control

### **Maintenance Features**

#### **Daily Maintenance**

- Daily cleaning of classrooms, library and office
- Daily lab maintenance of chemicals, instruments and ICT tools
- Proper arrangement of books and periodicals in libraries
- Cleaning toilets twice a day with disinfectant and ensure round the clock supply of water
- Daily cleaning of field, track, indoor stadium and gymnasium
- Watering plants and trees and cleaning the garden

#### **Periodical Maintenance**

- Repair/Replace broken furniture
- Check working condition of fans and lights
- Safety protection of chemicals, instruments and furniture ensured
- Safety and protection of books/ equipments sports equipments

#### **Fund Allocation**

- Funds will be used to achieve the benefit for infrastructure and equipments
- Maintenance fund will be prioritised within the budget levels
- It will be allocated in consideration to satisfy the teaching learning needs
- Whether it is within the constraints of available resources
- Use funds to maintain infrastructure facilities to the best standard possible
- Will meet statutory obligations and the operational needs of the institution

#### **Planning and Scheduling**

- Plan and schedule maintenance in line with the requirement of the institution
- Need to ensure that it does not disturb the regular functioning of the college.
- Categorize maintenance into routine, priority and emergency.
- Plan maintenance considering cost, time and space
- Budget time and money requirements should be planned
- Optimize usage of manpower in maintenance

#### **Role of the Management**

- Purchase order, amount, warranty/guarantee of equipment facility be recorded
- Facility inspection and monitoring be periodically done by administrators
- Disruption of the functioning of facilities, to be brought to the notice of the Secretary and the Principal
- Adequate measures are to be immediately taken
- Employee orientation on the duties and role be given at the beginning of each year
- Appraisals of performance of the facilities and human resources be got
- Training be given to the personnel to effectively handle equipments and instruct with recent trends

#### **Functioning Structure**

- Upward mobility of work ethics is evolved here
- The institution primarily functions for the facility users
- Any default or malfunctioning is to be reported to the staff-in-charge who use the teaching aids
- The default or need is taken to the lab assistants / technicians for immediate rectification
- If the need is not rectified the heads of the department will approach the office superintendent
- It is to be brought to the immediate notice of the principal who reports to the secretary
- The Secretary immediately takes appropriate measures to set the maintenance issues and problem