



S.I.W.S.

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS
AND
SMT. THIRUMALAI COLLEGE OF SCIENCE**

Plot No. 337, Sewri - Wadala Estate,
Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031
(Affiliated to the University of Mumbai)
ISO 9001: 2015 Certified

**MAINTENANCE OF CAMPUS
INFRASTRUCTURE**



Policy for Systems and Procedure for maintaining and utilizing Physical, Academic and Support facilities

1) Introduction

The College has an effective mechanism for the upkeep of infrastructure and other facilities so as to ensure optimum utilization of the facilities and enable effective college functioning. The institution has established systems and procedures for maintaining and utilizing Physical, Academic and Support facilities.

The College has a regular maintenance and periodic replenishment of essential facilities. The maintenance of physical, academic and support facilities are being carried out by the respective departments with the help of in house staff on a daily basis and periodically.

2) SYSTEMS FOR MAINTENANCE AND UTILIZATION:

- Budget provisions must be for new and upgrading old facilities, repairs and maintenance. An annual budget be prepared every year and allocations have to be made for enhancing infrastructure facilities.
- Purchase and maintenance committee be formed with Principal as the chairperson.
- College Development Committee be formed with Principal as the chairperson.
- College Development Committee should focus overall planning and development of college.
- Information regarding departmental requirements for new purchases and maintenance of old should be given by the Heads of the Departments every year and approved in the Purchasing Committee meeting
- Stakeholders' suggestions must be considered.

- Office should analyse the requirement on the basis of necessity, urgency, available funds earmarked in the budget.
- Depending on availability of funds, requirements be fulfilled by Purchasing Committee under guidance of the Principal.
- The Heads of the Departments of the college should take a periodical review of repairs and maintenance requirements of their respective Departments
- The institution must have an annual maintenance contract (AMC) for physical facilities and equipment and maintained on a regular basis.
- ISO 9001:2015 Certification auditors should certify the proper maintenance and utilization of all the facilities in the college.

3) UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Physical Facilities :

Classrooms:

- Time tables are to be framed by the Time Table committee as per requirements and availability of the classrooms
- Workshops, training programmes, etc. must be scheduled during the non-lecture time slots
- Board and University examinations and other competitive examinations must be conducted as per the schedules
- Revision lectures for weaker students should be arranged during the free time slots
- Separate register has to be maintained for use of seminar halls and smart classroom

Laboratories :

- The utilization of the laboratory resources must be framed as per the course requirements and different time slots be accordingly allotted by cautiously drafting the time table

- The time tables of the teaching and non-teaching as well as other support staff should be designed as per academic requirements
- The major laboratory equipment should be identified and be utilized to their optimum capacity
- Each department must maintain a stock register for the laboratory requirements
- Material purchase register and stock registers should be maintained at the department level
- Inspection and stock verification should be carried out at the end of each academic year
- Training is given to support staff in handling of equipment and instruments.

Computer Equipment :

- Computer/ICT facilities should be provided to all the departments as well as administrative staff
- The computers and the associated necessary peripherals should be purchased as per need

The examination committee should be well-equipped with computers, printers, photocopy machines, etc. for carrying out the University and College level examinations smoothly.

Library :

- The Library should be equipped with the necessary computer facilities.
- The library should be kept open from 9.00 am to 5.00 pm in order to enable the optimum utilization of library resources by the students
- Funds should be allotted to departments each year to order new books, to cater to the needs of the students

Sports:

- Indoor sports activities such as carom, table tennis, chess etc., can be conducted in the spacious gymkhana hall on the ground floor
- Sports grounds be hired whenever necessary for outdoor sports activities of students.

- Separate coaches be appointed as per need for different sports
- Different committees to organise co-curricular and extra-curricular activities and encourage students to participate in activities at University, State and National level

3) MAINTENANCE POLICY FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Maintenance of Physical Facilities :

The physical facilities should be maintained and monitored by appointing an On-Campus Manager appointed by the Society. A standardized protocol should be in place to tackle problems arising in the premises. There should be a maintenance register and a team of people for on call such as electricians, technicians, plumber and carpenters. The manager should take the responsibility of uninterrupted power supply and maintenance of equipment like general lighting, UPS, power distribution system, solar panels, etc.

Fire safety audits and structural audits should be conducted periodically. Security services can be completely outsourced. Surveillance cameras be installed in campus at strategic places for additional safety. Pest control should be carried out at regular intervals.

Maintenance of Classrooms :

All classrooms should be laid out with adequate infrastructure suitable for teaching and learning. The cleaning of the classrooms be done by supporting staff and supervised by the Head peon. Classrooms with furniture and teaching aids be maintained by the floor attendants and the manager.

Maintenance of Science Laboratories :

Laboratories of the College should be fully functional with all necessary equipments and apparatuses. The college science laboratories should have necessary shielding from hazardous materials and situations. Adequate safety should be ensured

through exhaust ducts, apron and first aid kits. Concentrated acids and hazardous chemicals should be labelled and safely kept in lockers. All laboratories should be equipped with fire extinguishers and other primary fire fighting paraphernalia. Housekeeping services be done by supporting staff and made available on all days of the week.

Maintenance of Computer Laboratories :

All the six computer laboratories should be equipped with adequate number of computers with required component configuration and be kept in spacious rooms. All displays should be vision friendly. Malicious cyber infiltrations should be checked by purchasing licensed version of software and constantly be updated with antivirus software and firewall. The laboratories should be monitored by respective laboratory attendants. The Course In-charges should report to the administration periodically for all the maintenance works.

Maintenance of ICT facilities :

Annual maintenance of ICT facilities should be undertaken by installing the required software and also up-graded. The ICT facilities in Smart Class Rooms, seminar halls and computer laboratories and the related systems should be maintained by two in-house staff for installations and minor repairs. Major repairs can be attended through on-call facility. Electronic gadgets should be serviced and reused to **minimize e-waste**. Campus internet facility can be facilitated by **Q NET**. The college website has to be maintained regularly by AMC with inputs given by Website Committee.

Library Maintenance :

The library staff should take care of maintaining library documents, particularly during processing, arranging and transmission of all the books. The library should be well maintained in tune with the changing academic needs. It should be fully automated using N-List. All books be marked, barcoded, classified and advantageously placed on the racks. Stock checking must be done at the end of

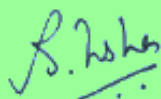
each academic year and binding be carried out if necessary. The library staff should streamline resources and purchase books of various subjects making it a well-equipped library.

Maintenance of Sports Facilities :

The sports equipment, gymkhana hall, playground and basketball and volleyball courts must be supervised by the Sports Director of the Gymkhana Committee and maintained by the manager. All sports equipment and play areas (including indoor and outdoor sports facilities) should be well maintained. Ample first aid supply should always be kept ready for meeting injuries and physical traumas.

4) Conclusion:

The College should formulate a well-organized and decentralized mechanism to maintain the physical, academic and support facilities. The IQAC of the college must ensure the proper maintenance and utilization of the facilities as per the allocation of the budget.



Dr. Usha Iyer

Principal

Date : 13th December, 2016
