

HOLY CROSS COLLEGE (Autonomous)

Nagercoil - 629 004, Tamil Nadu, India

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Accredited with A⁺ Grade (CGPA 3.35 - 4th Cycle) by NAAC

An ISO 9001:2015 Certified Institution



**INFRASTRUCTURE UTILIZATION AND
MAINTENANCE POLICY**

INFRASTRUCTURE UTILIZATION AND MAINTENANCE POLICY

Policy Statement

The infrastructure utilization and maintenance policy of the institution aims at ensure effective utilization, proper maintenance, ease of handling and management of various amenities and resources including buildings, computers, classrooms, equipments and laboratories etc. The purpose of this policy is to provide safe, secure, and conducive environment for learning, working, and community engagement.

Objectives

- Ensuring efficient utilisation of existing infrastructure resources to maximize their potential benefits and to minimize wastage.
- Promoting environmentally sustainable practices in infrastructure management, including energy efficiency, waste reduction and greater use of green technologies.
- Maintaining infrastructure in compliance with safety regulations and standards to ensure the well being of students, faculty and staff.
- Providing a conducive environment for learning- teaching and research by ensuring upkeep of facilities to meet the evolving needs of educational programmes.
- Developing strategies for the long-term maintenance and upgrading of infrastructure to accommodate future growth in educational delivery methods.
- Implementing effective maintenance practices to optimize financial resources and minimize the burden on institutional budgets.
- Establishing mechanisms for monitoring, evaluating and improving infrastructure utilisation and maintenance process continuously to ensure ongoing effectiveness and relevance.

Administration

- Maintenance supervisors shall be appointed by the administration to look after all the maintenance activities of the institution with inputs and assistance from faculty and staff.

Maintenance Protocol

- Any issue related to infrastructure, safety, or maintenance must be promptly reported to the designated authorities.
- The maintenance supervisor will depute a skilled person/technician to attend to the specific need.
- The skilled person resolves the problem on site as per the instructions given by the maintenance supervisor.
- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library equipments, sports items and all other assets is collected. All usable items are accordingly repaired and put to use.
- While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before finalizing the purchase.
- All electronic equipments, UPSs, air-conditioners, water purifiers etc., must be covered under AMC. Service providers will ensure that the systems are in working condition, and all the outdated and non-working systems are replaced periodically.
- Plumbing, carpentry, hydraulic issues and maintenance, are to be taken up on a regular and continuous basis.
- Stock registers have to be maintained and checked annually for stock verification by the Science departments.
- Periodic reviews and audits will be conducted to assess the effectiveness of the asset management processes and make improvements wherever necessary.

Roles and Responsibilities

- Develop and follow a comprehensive maintenance schedule outlining tasks, timelines, with designated personnel responsible for preventive maintenance activities.
- Designate an emergency response team to address urgent maintenance issues promptly, ensuring the safety of campus residents and protection of assets.
- Ensure that the campus remains consistently clean, tidy and secure always.
- Educate all staff and students for proper utilization and maintenance of campus facilities

- Organize regular training sessions to enhance the effective use of technology resources.
- Establish a streamlined system for reporting maintenance issues.
- Maintain a detailed record of all maintenance activities, including the nature of the issue, actions taken, and materials used for repairs for future references.
- Ensure compliance with safety regulations and standards during maintenance activities.
- Provide ongoing training for maintenance staff on safety procedures, including the use of personal protective equipment (PPE) and adherence to safety guidelines.
- Integrate sustainable and eco-friendly practices in infrastructure maintenance and renovations, such as the use of renewable energy sources, sustainable materials, eco-friendly cleaning products etc.
- Promote recycling and waste reduction initiatives within the maintenance processes.
- Establish a feedback mechanism to gather input from the college community regarding infrastructure usage and maintenance.
- Use feedback to continuously improve maintenance processes and address any recurring issues.
- Review and evaluate suggestions and concerns regularly to improve policies and procedures.
- Ensure that all maintenance procedures comply with relevant local, state, and federal regulations, as well as Holy Cross College policies.
- All personnels associated with the institution are responsible to adhere this policy and violations of this policy may result in disciplinary actions, including warnings, fines replacing the equipment or other appropriate measures.
- All technology resources must be used responsibly for educational purposes only.
- Implement and monitor Annual Maintenance Contracts for all equipment's.
- Follow waste disposal and recycling guidelines to minimize the institution's adverse environmental impact.

Activities

I Campus

- The administrative officer and the maintenance supervisor of the college should ensure the overall maintenance of the campus, buildings and gardens.
- The Administrative officer along with the maintenance supervisor should take periodical preventive measures for the maintenance of the buildings: whitewashing, plumbing works, repair, leakages, service of generators and other electrical works, and replacement of fire extinguishers.
- All corridors, open spaces, lawns, common spaces, seminar halls, staff rooms, sick rooms, laboratories, water tank, rest rooms, etc., are kept clean at all times.
- Adequate manpower is employed to maintain cleanliness of the campus for good ambience.
- Dedicated staff are appointed for cleaning and housekeeping in and around the campus, and such individuals are expected to strictly adhere to the cleaning schedules and standards as instructed by the maintenance supervisor for maintaining a high standard of hygiene.
- Any issue or concern regarding cleanliness should be reported promptly to the designated authorities.
- Pest control and defogging is done regularly to keep the campus clean and free from mosquitoes and other bothers.
- Conduct regular inspections, cleaning and maintenance of all water bodies, tanks, pipelines, RO system, etc., to ensure they are clean and free from contamination.
- Regularly test the water quality to ensure matching with health standards. If any issue is detected, take immediate corrective measures to address the problem.
- The individual appointed for AMC shall visit the water purifier system every two months for routine cleaning and inspection of the water purifier system.
- The maintenance person will be responsible for procuring and installing the replacement filter during the annual visit.
- A logbook should be maintained to document each visit, noting the date, actions taken, and any issues identified.
- Promote water conservation practices among residents and staff.

- Dustbins with colour codes are placed at strategic locations in the campus for proper waste disposal.
- Educate the residents and staff about responsible waste disposal practices.
- Periodically inspect waste disposal areas to ensure compliance with waste disposal guidelines.

II Classroom

- The classrooms and lecture halls must be utilized only for academic purposes.
- Every department has a faculty in-charge to periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT equipments.
- The Head of the Department should ensure that the classrooms have adequate furniture, lights, fans, multiple electrical points, and other academic infrastructure.
- Stock register and Log Book must be maintained and annual stock verification must be done by the Departments.
- Damage or loss of equipment and facilities should be promptly reported to the maintenance supervisor. Any service and replacement must be carried out by authorized personnel only.
- The classrooms must be clean and tidy, students are responsible for maintaining cleanliness the classroom.

III Laboratories

- The laboratories must be utilized for academic and research purposes only.
- Prior permission should be sought from the Principal to share laboratory resources for any kind of consultancy services with other institutions.
- All equipments for the science laboratories shall be purchased from standard scientific equipment's supplying companies as per the norms prescribed by the government.
- The maintenance and repair of equipments are carried out by the respective departments with the help of laboratory assistants as well as external agencies, if required.
- Stock Register for lab equipments must be maintained by the departments and annual stock verification must be carried out.

- Strictly follow the Standard Operating Procedures (SOP) for handling and disposal of chemicals, equipment, and instruments.

IV IT Infrastructure

- All the IT infrastructure systems including computers, laptops, printers, scanners, CCTV, biometric devices and audio-visual aids should be maintained by skilled technicians appointed by the college as well as external agencies, if required.
- Ensure that all IT infrastructure systems are installed by authorized and certified service providers.
- Implement security measures to protect against unauthorized access and ensure compliance with data protection regulations.
- Regular maintenance and servicing are carried out as per the contract terms and schedules.
- Implement security measures such as access controls, encryption, and regular security audits for all assets to safeguard sensitive information and to maintain data integrity.
- The system administrator and maintenance assistants are responsible for the maintenance of computers and networks.
- Maintain accurate records of all assets, including purchase details, maintenance history, and disposal records.
- Stock Register must be maintained and updated by the System Administrator.

The Institution shall continuously review and update the approved policy and is committed to its implementation.


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