CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

POLICY & PROCEDURES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES

QUALITY POLICY

Area : Maintenance

POLICY FOR MAINTENANCE AND UTILIZATION OF ACADEMIC AND SUPPORT FACILITIES

CONTROL

Area: Maintenance & Utilization	POLICY NO: 110/2020	Document Owner: Principal	
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All infrastructure pertaining to physical, academic and support facilities at Christ College is regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and non-teaching staff. The procedures and policies enlisted here make sure that the facilities are accessible to stakeholders without time delay and in quality.

1. GENERAL MAINTENANCE

POLICY

The college has appointed a supervisor who is in charge of the general maintenance under the Vice Principal. The college has maintained in-house staff to meticulously maintain cleanliness and hygiene. Classrooms, Staffrooms, Seminar halls and Laboratories are cleaned and maintained regularly by Non - teaching staff assigned for each section and logs are maintained. Washrooms and restrooms are well maintained by the housekeeping staff. The college garden is maintained by two full-time gardeners. College also has experienced Electrician, Plumber and Carpenters who regularly maintains the facilities in staff rooms, classrooms and laboratories.

PROCEDURE

Heads of the Departments report the requirements of repairs and maintenance to the Vice-Principal. After getting approval from College Principal, Vice Principal directs the supervisor for repair/maintenance. The records are maintained in the Maintenance register with Vice Principal. Some requirements are collectively processed at the end of every academic year so as to keep things ready for the new academic year.

RESPONSIBILITY

Principal, Vice Principal & Supervisor

2. LABORATORY AND INSTRUMENTATION FACILITIES

POLICY

College has Eighteen Laboratories and Two instrumentation rooms located at various departments. The non-teaching staff designated in the respective department is in charge of daily maintenance. Each laboratory has a teacher-in-charge who maintains a logbook.

PROCEDURE

The requirements of repair/maintenance are intimated by the teacher-in-charge to their respective Head of the Department. The Head of the department intimates the vendors of the instruments for repair/maintenance with the consent of the Vice-Principal. Repair and Maintenance which involve heavy works are intimated to Vice Principal for General Maintenance.

RESPONSIBILITY

Teacher in Charge of Laboratory, Head of the Department & Vice Principal

3. HOSTELS AND ACCOMPANYING FACILITIES

POLICY

Male Teaching staff is given charge as Hotel warden for Boys Hostel and female teaching staff is given charge of Girls Hostel. There are two assistant wardens (also teaching staff) in each hostel. Hostel committees are constituted in each hostel which includes Hostel warden, Assistant Wardens, Hostel secretary (representative of hostel inmates) and representatives of student inmates from each academic year.

PROCEDURE

The requirement for repair/maintenance may be either raised by inmates during the General body meeting or noticed by Hostel wardens along with the supporting staff of hostels. The hostel warden with the consent of the Principal takes the necessary steps to carry out the repair/maintenance work. Repair and Maintenance which involve construction works are intimated to Vice Principal for General Maintenance.

RESPONSIBILITY

Hostel warden, Assistant warden & Principal

4. SECURITY AND PARKING

POLICY

Security of students and staff is one of the primary responsibilities of the institution. The college has appointed an external agency to maintain security on the campus premises. Separate parking spaces are allotted for two-wheelers and four-wheelers. Students are never allowed to enter the campus with vehicles. However disabled students are allowed with their vehicles after getting a special entry pass from the Principal. Each year, the Principal appoints a teaching staff as Discipline Committee Convener who oversees the security and parking.

PROCEDURE

Students, teaching staff and Non-teaching staff wear identity cards on the College campus. All visitors should report to the college gate and collect an entry pass which should be countersigned by the college authority to be returned during exit. The discipline committee ensures students are not driving vehicles inside the campus.

RESPONSIBILITY

Security staff, Discipline Committee Convener & Principal

5. SEMINAR / WORKSHOP FACILITIES

POLICY

The college promotes such academic activities in the form of seminars and workshops as they provide opportunities to students to interact with experts from academics, industries and society. College auditorium, four seminar halls and two conference rooms are provided to conduct meetings, seminars and workshops. The facilities to conduct seminars and workshops should be fairly distributed to various departments and student clubs. The computer technicians and electricians maintain the accessories like microphones, LCD projector, Wi-Fi facility, air conditioning and lights.

PROCEDURE

Head of the Departments and Club coordinators can book the facilities online through the College web portal mentioning the accessories required. Should submit the bookings at least five days before the event. The Principal approves the request according to the availability. Once approved the request is passed on to the technician. In case of power failure, the power generator can be used with the permission from Principal. The technicians should check the facilities and accessories on the prior day of the event. Any repair/maintenance should be reported to Vice Principal at the earliest.

RESPONSIBILITY

Technician/Electrician, HOD/Club Coordinator, Vice Principal, Principal

6. COLLEGE CANTEEN

POLICY

Christ College has two canteens which provide food and refreshments at a subsidized rate to students and staff. Each year Canteen committee is formed comprising of teaching staff and students. Vendors are found out each year with proper quotation and selection process by the Canteen Committee. The price for each food item is fixed at the beginning of the academic year.

PROCEDURE

Principal forms the canteen committee at the beginning of the academic year. The committee finds the vendor through the authorized procedure. The canteen committee will check for any anomaly in the quality of food or price and will report to the Principal.

RESPONSIBILITY

Canteen committee, Principal

7. LIBRARY FACILITIES

POLICY

Facilities in the library include book lending, a reference section, periodicals, an internet café, digital archiving and online journals. The librarian along with his supporting staff takes adequate measures to provide the facilities in the library for Teaching staff and students.

Heads of the Departments in consultation with member staff make the list of books required for every academic year and submit it to the Principal. After the approval from the Principal it is forwarded to the librarian. The librarian forwards the list to Purchase Committee along with the list of vendors. Books once purchased will be submitted to the library. The use of other facilities is controlled by the rules of the Library. The repair/maintenance of computers in the library is done by computer technicians.

RESPONSIBILITY

Head of the Department, Computer technicians, Librarian, Principal

8. COMPUTER LABORATORIES, COMPUTERS, INTERNET & WI-FI FACILITIES

POLICY

Computer laboratories are used by most of the departments for regular course work and also for various certificate courses. College has a Moodle Learning Management system and many teachers conduct online exams. Administration Office and Examination Office (Pareeksha Bhavan) are more than ninety percent computerized. The college has appointed two computer technicians for the maintenance and repair works. All internet connections have a speed of 100 Mbps. Departments are provided with computers and wifi facilities. HOD's of Computer science department and BVoc department are in charge of Computer Laboratories.

PROCEDURE

Teaching staff, Certificate Course Coordinator should book the computer laboratories at least three days before the requirement. HOD of Computer Science or BVoc will approve the request according to the availability and will intimate the computer technicians. Any immediate repair/maintenance work for department/office computers is intimated to computer technicians and they carry out the task. (Request for replacement should be intimated to Principal)

RESPONSIBILITY

Computer technicians, HOD (Department of Computer Science & B.Voc), Principal

9. ICT FACILITIES

POLICY

ICT facilities in Christ College include an online support ticketing system, booking support system, gate pass management system, visitors management system, social media site for alumni, store management system, document management system, Moodle Learning Management System, online content production facilities, Smart Classrooms, Christ OpenCourseWare and Local chapter of Swayam. IQAC has an ICT division that is spearheading the activities. The college has appointed a media technician to assist the content generation.

PROCEDURE

Every year IQAC conducts training on moodle for new teachers. Any in-campus technical issues are rectified within a specific time by raising a ticket in the online support ticketing system. Seminar halls, labs, auditorium, etc. are booked through the booking support system. Gate passes are generated by using the gate pass management

system and given to anyone entering the campus after collecting relevant data from them (details of their vehicle, the purpose of visit, time of arrival, etc.). Appointments to meet any of the office staff or office bearers are made through the visitors management system. Alumnus share photos, share posts, and interact with each other through the social media site for alumni. In-house store management is done through the store management system. Secure access to confidential files of the college is provided by the document management system. Teaching staff who require login credentials for their students and who require new courses in moodle should intimate IQAC. Guidelines have been prepared by IQAC to conduct courses in Christ Open Course Ware. Students are encouraged to take courses in NPTEL Swayam. Teachers who require an audio-video production facility should intimate IQAC office. Maintenance of the support facilities is done by computer technicians. Maintenance of the moodle platform is done by outside vendor keralamoocs.org.

RESPONSIBILITY

Computer technician, Media technician, IQAC, Principal

10. SPORTS FACILITIES

POLICY

The excellent facilities for sports and games enabled College to achieve the best performance awards both in the State of Kerala and in India. Separate coaches are appointed every year for each sports team. Students are encouraged to take part in sports activities. College Gymnasium is open to students and teaching staff. HOD's of the Physical Education Department and BPE department supervises the facilities along with the respective coaches.

PROCEDURE

After admission selection trials are conducted for students to enter college sports teams. The Athletic Stadium, Football stadium, Gymnasium, Ladies Workout room are sometimes given to external agencies (including University, Sports council) with permission from the Principal. Coaches intimate the HODs about the requirement of maintenance work. Repair and Maintenance which involve construction works are intimated to Vice Principal for General Maintenance.

RESPONSIBILITY

Sports coaches, HOD's of Physical Education Department and BPE department, Vice Principal, Principal

11. FACILITIES FOR DIFFERENTLY-ABLED

POLICY

Please refer to Policy applying to Persons with Disabilities (No: 111/2020)

PRINCIPAL

Fr. Dr. Jolly Andrews
Associate Professor -
In-Charge of Principal
Christ College (Autonomous)
Irinjalakuda

Maintenance & Utilization-Policy & Procedure (No:110/20)
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