

# PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES

## CONTROL

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All infrastructure pertaining to physical, academic and support facilities at Christ College are 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

College has appointed a supervisor who is in charge of the general maintenance under the Vice Principal. 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. Wash rooms and rest rooms are well maintained by the housekeeping staff. The college garden is maintained by two full time gardeners. College also have experienced Electrician, Plumber and Carpenters who regularly maintains the facilities in staff room, classrooms and laboratories.

### PROCEDURE

Head of the Departments report on requirements of repairs and maintenance to 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 respective department is in charge of the daily maintenance. Each laboratory has a teacher in charge who maintains a log book.

### PROCEDURE

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

*Policy for Maintenance and Effective Utilization (No:121/2020)*

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## 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. Hostel warden with consent of Principal takes 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. College has appointed external agency to maintain security in the campus. 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 special entry pass from Principal. Each year, 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 in College campus. All visitors should report to College gate and collect an entry pass which should be countersigned by the college authority to be returned during exit. Discipline committee ensures students are not driving vehicles inside the campus.

### RESPONSIBILITY

Security staff, Discipline Committee Convener & Principal

## 5. SEMINAR / WORKSHOP FACILITIES

### POLICY

College promotes such academic activities in the form of seminars and workshops as they provide opportunity 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 microphone, lcd projector, Wi-Fi facility, air conditioning and lights.

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## PROCEDURE

Head of the Departments and Club coordinators can book the facilities online through the IQAC web portal mentioning the accessories required. Should submit the bookings at least five days before the event. Principal approves the request according to the availability. Once approved the request is passed on to the technician. In case of power failure; 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 provides food and refreshments at 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. 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. Canteen committee will check for any anomaly in the quality of food or price and will report to Principal.

### RESPONSIBILITY

Canteen committee, Principal

## 7. LIBRARY FACILITIES

### POLICY

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

### PROCEDURE

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

### RESPONSIBILITY

Head of the Department, Computer technicians, Librarian, Principal

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

### POLICY

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Computer laboratories are used by most the departments for regular course work and also for various certificate courses. College has moodle Learning Management system and many teachers conduct online exams. Administration Office and Examination Office (Pareeksha Bhavan) are more than ninety percent computerized. College has appointed two computer technicians for the maintenance and repair works. All internet connections are 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 are 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 online content production facilities, Smart Classrooms, moodle Learning Management System, Christ OpenCourseWare and Local chapter of Swayam. IQAC has an ICT division which is spearheading the activities. College has appointed a media technician to assist the content generation.

#### Procedure

Every year IQAC conducts training on moodle for new teachers. Teaching staff who require login credentials for their students and who require new courses in moodle should intimate IQAC. Guidelines has been prepared by IQAC to conduct courses in Christ Open Course Ware. Students are encouraged to take courses in NPTEL Swayam. Teachers who require audio-video production facility should intimate IQAC office. Maintenance of the support facilities are done by computer technicians. Maintenance of 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 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 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 in to 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 Principal. Coaches intimate the HOD's about the requirement of maintenance work. Repair and Maintenance which involve construction works are intimated to Vice Principal for General Maintenance.

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## RESPONSIBILITY

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

## 11. FACILITIES FOR DIFFERENTLY ABLED

### POLICY

Christ college believes in Equal Opportunity for all students including differently abled. 'Bahuswara the disability cell' of Christ college includes differently abled students, volunteers and teaching staff. Capacity enhancement programs are conducted every semester for the upliftment. College has an audio library for the benefit of visually impaired students. Also, the volunteers act as scribe for differently abled students as per university guidelines.

### PROCEDURE

Examination department intimates the Coordinator of 'Bahuswara the disability cell' the requirement for scribe. The coordinator assigns volunteers as scribe. Visually challenged students can approach Library for audio books. If books are available librarian issues the soft copy; or else will be intimated to Students IQAC or NSS Program Officer. Motor disabled students are given vehicle passes by which they can come to college class premises. The Coordinator of disability cell and volunteers intimate Principal on the maintenance of ramps and toilets (for disabled)

### RESPONSIBILITY

Coordinator of disability cell, Librarian, Principal