



**DE PAUL INSTITUTE OF  
SCIENCE & TECHNOLOGY, ANGAMALY  
(DiST)**

**MAINTENANCE POLICY**



## **1.0 Introduction**

Initial operations of all infrastructure facilities are always at maximum efficiency, but as time passes and with normal wear and tear, the tasks get more and more challenging. We can guarantee top-notch performance if appropriate and frequent maintenance is carried out. The College has a number of committees that meet periodically to address the needs for infrastructure facility maintenance and repair.

Policy's purpose and aims are the following

- To achieve optimum utilization of the facilities and services based on the needs.
- To ensure uninterrupted and smooth functioning of all support services.
- To upgrade, replenish, repair and replace resources and services periodically.
- To prevent misuse and wastage of resources and services.
- To ensure safe usage of the facilities.

The various committees involved in the up-keeping of the facilities are:

- **Management Team:** This group includes Manager, Educational Counsellor, Principal, Vice Principal, and Finance Director. These individuals are involved in important choices about the maintenance and improvement of various physical and academic facilities. The management team holds weekly meetings.
- **General Maintenance Team:** Principal and finance director of the college lead the maintenance team at the institution. The staff is managed by the maintenance supervisor, who is also ultimately in charge of infrastructure maintenance. A plumber, an electrician, a carpenter, and the support staff team all help him. Aside from routine maintenance, any significant repair or renovation work is reported to the management team, who then outsource it out to the proper agencies. The general maintenance staff meets every day and routinely completes the following tasks.
  - The support staff cleans the common spaces, labs, staff rooms, libraries, and classrooms every day.
  - The boys and girls restrooms are cleaned twice daily.

- Continuous flow of water is ensured in restrooms
  - The sanitary napkin dispensing machines are regularly refilled.
- **Technical team:** The technical team is headed by the Principal and System Administrator of the College and 4 technical experts. The team ensures that all the technical facilities are maintained regularly for uninterrupted service. The technical team meets every two weeks or more frequently as necessary.

### **Highlights**

- The College's academic year runs from June to March. The hostels and college buildings undergo maintenance work in April and May, which includes civil, electrical, plumbing, painting, and other tasks.
- The Finance Director receives the maintenance work that has to be done from the heads of departments and other key stakeholders.
- The systems administrator and a technical team are responsible for maintaining the computer systems. These individuals frequently maintain all computers, printers, and computer peripherals.
- Antivirus and anti-malware software is set up and updated on a regular basis. To prevent hardware and software issues, a UPS is attached to each system, ensuring an uninterrupted power supply.
- Annual Maintenance Contracts are used to service the elevators and biometric attendance devices.
- Carpenters who are employed on a contract basis maintain the furniture and other fittings.
- Every department keeps a stock register that is periodically updated. The stock register is periodically updated with information about all the items purchased under various schemes.
- Sports and gaming items are purchased on a regular basis based on students' strength.
- The campus includes a range of gardens, including fruit, flower, vegetable, and herbal gardens. The gardener looks after them.
- At the end of each day, the building is locked down by the house maintenance staff, who also make sure that all electrical and electronic devices which are not in use are turned off.
- A team of housekeeping staff maintains all the restrooms.

## **1.1 Procedure for Maintenance and Utilization of Facilities**

### **(a) Classroom**

According to the number of students, classrooms are assigned. Every class has a designated class instructor who is in charge of overseeing the maintenance of the infrastructure in the classroom. The head of the institution and the timetable Committee are consulted when scheduling lectures. The class teacher reports any damage or repairs that are needed to the department head, who then sends the request to the general maintenance team. With the assistance of the full-time support personnel, classroom cleanliness is preserved.

Classrooms are used for the following activities in addition to the regular academic activities:

- Conducting Certificate Courses
- Carrying out remedial classes
- Organizing training sessions, workshops for staff and students
- Conducting semester examinations
- Organizing competitive examinations.

### **(b) Laboratories**

Based on the demands of the course, laboratories are assigned. Every department creates a schedule for the labs for each semester and year of the course. Staff members are responsible for the efficient utilization of lab facilities. Lab assistants assist the staff members during lab sessions. Purchase requisitions are forwarded for approval by the lab in charges through the head of the department to the head of the institution. Stock register is maintained and updated regularly. Stock verification and inspection are checked by the heads of departments, vice principals and head of the institution at the end of the academic year. Equipment and instruments are annually serviced.

### **(c) Computers and ICT-enabled Facilities**

College has language lab and Media Lab apart from the separate computer labs for the departments of Computer Science, BCA and MCA. Computer lab hours are allocated based on course requirement and timetable. Lab timetables are drawn to ensure optimum

utilization of the facility. Projectors, speakers, mic and cables are provided in the computer labs for enhancing the effectiveness of lecture. Every department is allotted with adequate desktops, laptops, printers, speakers, mic and projectors to be utilized for academic and administrative purposes.

A system admin and support staff oversee the maintenance of computers and other ICT-enabled facilities. The vice-principal forwards purchase requests for computers, laptops, and other equipment to the principle on behalf of the department heads. Regular maintenance of computers and other ICT-enabled facilities are done by technical experts periodically. In order to minimize e-waste, devices are serviced, repaired and reused. Non-repairable machines and other e-wastes are identified and disposed in accordance with the standard disposal policy.

**(d) Library**

The College has well-equipped library with a huge collection of books, journals, periodicals and magazines. The Library is open on all working days from 9.00 AM to 4.30 PM. Library is fully-automated with web-based software. Only with the College ID students can access to the library. Books, journals, reference halls, and reading halls are all separate sections of the library. Personal study space is provided with desktops for easy access to e-resources. Library Committee works closely with the librarian to ensure smooth run of the library. New journals and books are purchased every year. Purchase of new books and subscription to journals and magazines are undertaken on recommendations from departments and library committee. A fine of Rs. 1 is charged per day for late returns. The fine is not applied on Sundays or other holidays. Books that are lost must be replaced. To find any loss, misplacement, or mutilation of library holdings, the physical verification of stock in the library is conducted.

**(e) Sports**

The Physical Instructor keeps an eye on the College's athletic and sports activities. The college has facilities for students to participate in a variety of sports. Sports like Badminton, Basketball, Football, Throwball, Volleyball, and Cricket all offer professional training. Additionally, the college encourages student engagement in intra- and inter-institutional as well as inter-university sporting events take place at the university, zonal, state

and national levels. Annual Sports Meet organized every year witnesses the participation of students in large numbers. March-past competition is also held during the Annual Sports Meet. All sports equipment is stored in the sports room. Proper record of all available sports facilities and equipment are maintained by the sports department. Requisitions are made by the sports department for purchase of new equipment. The sports department undertakes regular replacement and repair of damaged equipment. Regular weeding and levelling of the ground are undertaken. Non-teaching staff assist in the periodic cleaning and maintenance of sports facilities and equipment.