



**ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN,  
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## **MAINTENANCE POLICY**

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## **MAINTENANCE POLICY**

### **1. Introduction**

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms, playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities. The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities. Facilities available are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a faculty member. The services of plumbers, electricians, and computer analysts are available in the campus.

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

### **2. Maintenance of Classrooms, Furniture, and Laboratories:**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective staff and attendants and are supervised by the respective staff. The laboratory assistants take care of their respective laboratories. The staff report to the administration periodically for all the maintenance works. Minor repairs are registered in the ledger, maintained in the office and are attended on priority basis. Staffs monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the day long working hours and are also mentored to upkeep the furniture.

### **3. Maintenance and Utilisation of Library and Library Resources:**

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken

- ❖ Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding
- ❖ Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- ❖ Dust should not be allowed to deposit on the documents because the collection of dust causes staining documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- ❖ Magnetic discs or containing disc(s) should not be kept open or near any magnetic or electric equipment. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- ❖ Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.
- ❖ Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from rats.

#### **4. Maintenance and Utilization of Seminar Halls and Auditorium**

Seminar halls and auditorium are under the purview of the concerned team and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditorium are made use for organizing academic meetings, seminars, conferences, and cultural events. For accessing the facilities, the organizing faculty/staff member should seek permission of the management.

#### **5. Maintenance of Electronics and Instruments**

The institution provides essential support of servicing and maintaining instruments and electronic items utilized in the various laboratories. The employed technicians extend their service to all to ensure optimal utilization of instruments. The institute also ensures that proper training is provided to the lab assistants for time to time enhancing their technical skills.

#### **6. Maintenance of ICT Facilities**

The staff and its support staff incharge of systems maintain the ICT facilities including computers, language labs, and servers. At time of break down or technical issue a third party expert is contacted. The **annual maintenance** includes the required software installation, antivirus and up gradation. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus WI-Fi is maintained by respective centre.

#### **7. Maintenance of Sports and Games Facility**

The sports equipment's, fitness equipment's (Gym), ground and various courts are supervised and maintained by the Physical Director with the help of supporting staff. Ground level maintenance and seasonal maintenance is done annually. Sports Committee and ground men jointly maintain the sports equipment's. Purchase of new sport equipment's are made with the permission of the Management. Sports Committee looks after the sports facilities of the institute and organizes related events.

#### **8. Maintenance of Campus Cleanliness**

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned every day on regular basis.

#### **9. Maintenance of other amenities**

- ❖ The effluent treatment plants and rain water harvesting systems are maintained by the supporting staff.
- ❖ The maintenance of equipment for water pumping plants, sewage, are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.
- ❖ The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers. Fire extinguishers are installed in all floors and maintained by the supporting staff.
- ❖ Amenities like **canteen, stationery** for all stakeholders are maintained by respective

service providers on **annual contract**.

- ❖ Green environmental aspects -Gardens, solar panels, rainwater harvesting systems, vermi compost in the campus are maintained by the gardeners every day and frequently by the students as a service-Activity.
- ❖ The entire campus is under **CCTV** surveillance and the facility is taken care of by third party through **Contract**.

### **10. Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the **consolidated report** is submitted to the administration to take up necessary actions if required.

### **11. Replacement of Equipment/Electronics/Computers**

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e waste the outdated electronics/computers are put on buy back as per norms and new items are procured.

### **12. Day to Day Emergency Maintenance**

Day to day maintenance includes daily running repairs, like replacing lights, bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the supporting staff.

### **13. Annual maintenance of solar panel:**

- ❖ A general performance check of the system is done by reviewing the daily performance data to detect any major changes in the output.
- ❖ Checking the solar panels to ensure that they are clean, free of fractures, scratches, corrosion, moisture penetration and browning.
- ❖ Cabling is checked regularly to ensure that it is secure and the voltage of strings is within the stipulated tolerance.
- ❖ Checking the mounting hard ware to ensure it is in good condition and ensuring the earth connection is continuous.
- ❖ Checking of junction boxes to ensure there is no water accumulation and that the integrity of lid seals, connections and clamping devices is intact.
- ❖ Checking of breakers for any damage, and to verify that the isolation devices are working correctly
- ❖ Checking of fuse boxes for water damage and resistive joints on connections
- ❖ Inspecting the inverters to assess any damage, checking for any resistive joints on connections and verifying the DC voltage coming into the inverter.

## **14. Additional Information**

### **Procedure for utilization of Physical Facilities:**

- ❖ The need is identified by the concerned staff, makes a note of it, submits in the office, it is pursued by the management and attended on its priority basis.
- ❖ Necessary instructions are given to the supportive staff by the management for making necessary arrangements, so as to facilitate the usage of the facility.

### **Procedure for major Maintenance works:**

- ❖ Identification of the major maintenance is done before preparing the budget of the proceeding year
- ❖ A letter of request is made through writing to the Management
- ❖ After the careful study of the request, consideration is given to go forward with the need and request.
- ❖ After the sanctioning the necessary maintenance/repairs is taken up.