



INFRASTRUCTURE MAINTENANCE AND SHARING POLICY

Purpose

Deva Matha College operates an infrastructure to cater to the teaching, learning and research programmes of the college. This document provides guidelines for the maintenance and efficient utilization of the college infrastructure

Scope

All students, research scholars, teachers, administrative staff and other stakeholders are expected to abide by these guidelines.

Objective

To provide a congenial environment in the campus for unhindered learning and teaching process that is at par with the best institutions.

Policy

The physical facilities of the campus are maintained on a regular basis under the guidance of the college Bursar. The service of various technical personnel is sought for maintenance of electrical, plumbing and IT infrastructure.

Maintenance

Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective departments monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to utilise the resources effectively.





Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

Classrooms

The College has a committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the College Bursar regarding classroom furniture and other issues. The college management allots funds for regular maintenance and minor repair of furniture and other electrical equipment.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Carpenters deputed by Bursar ensure the maintenance of classrooms and staff room furniture. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by cleaning staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed on every floor and waste is segregated.

Laboratory

Record of maintenance accounts is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises or by trained personnel. The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. There is systematic disposal of waste of all types such as biodegradable chemical/chemical and e-waste.





Library

The requirement and list of books is taken from the concerned departments and its HOD. The finalized list of required books is duly approved and signed by the Principal. Students are motivated to register themselves in the library to use INFLIBNET and other e resources available in the Library. Newly enrolled students are given orientation class to make them aware of the facilities available in the library and procedures and rules to be followed. Suggestion box is installed inside the reading room to take users' feedback and book suggestions. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in exams. The proper account of visitors (students and staff) on a daily basis is maintained in the register. Weeding out of old titles, schedule of issue/ return of books etc are decided by the library committee.

Sports

Various sports facilities are maintained and used under the supervision of the respective faculty. The students are given personal guidance by the mentors.

IT and Physical Infrastructure

Computer maintenance is done regularly and non-repairable systems are disposed for recycling. Log registers are maintained for both computers and projectors. Use of electronic means of data transfer using the internet is encouraged to reduce the use of paper. Departmental stock register: All equipment purchased by the college are immediately entered in the stock register.

Seminar Halls and E-Learning Centre

These facilities are optimally utilized and monitored by the concerned staff. Technical assistance in setting up of audio visual equipment and computers is provided by the designated staff. Usage record is maintained in a register.

Campus and Common Areas

The Green Cover of the campus is well maintained .Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC) wherever feasible.

Apart from contract workers, the college has trained computer Lab assistants to maintain the efficiency of the college computers and accessories. Parking facility is well designated for students and staff. The campus is monitored through surveillance Cameras.





Physical Facilities -Sharing and Maintenance

The college is ensuring availability of best resources to the students, faculty and other needy stakeholders to meet their requirements.

- The infrastructure of the college, including labs is used by the faculty and students in their research and academic exercises.
- Common facilities like Ground, Auditorium, and Multipurpose Indoor Stadium etc. are provided to the public and to the neighboring institutions on prior request.
- The college has a fitness centre which is used by the staff, students and the alumni for maintaining their physical fitness.
- The college provides venue for conducting job fairs, film shooting and private examinations of M.G University.
- The college shares its resources for conducting various camps, local, legislative and general elections.
- The college computer lab is used for conducting various courses, extension activities and for Feedback collection from students
- E Learning Hall of the institution is provided to the neighboring institutions on prior request.
- College auditorium is used for conducting written examinations, cultural fests and other gatherings.
- The institution has entered into various Annual Maintenance Contracts to ensure proper maintenance and maximum utilization of electronic resources.
- College infrastructure is provided for conducting alumni meet-ups as well as retired staff meet-ups.

