



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-4

INFRASTRUCTURE AND LEARNING RESOURCES

Key Indicator

4.4 Maintenance of Campus Infrastructure

Metric No.: 4.4.2

Maintenance System and procedure

Document Name

Maintenance Policy





ST. ALOYSIUS' COLLEGE

(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

PROCEDURE AND POLICY FOR MAINTENANCE OF INFRASTRUCTURE FACILITIES

Preamble:

St. Aloysius' College (Autonomous), Jabalpur, has established standard policies and procedures for maintaining and using various supporting infrastructures on campus. This policy was developed with the consideration of the institution's maintenance requirements. The institution evaluates the proper allocation and best use of financial resources for the upkeep of diverse facilities. Regular meetings of several committees are held to address the student's interests and needs. The management committee requests quotes to procure laboratory, Library, sports, computer, and other equipment. The budgetary allocations are then decided by management in consultation with the maintenance committee.

Objective:

The policy ensures that the infrastructure supporting academic, physical, and support facilities is used effectively and efficiently and that it is ready and reliable.

Maintenance Committee:

For the proper management of maintenance of the facilities, a committee has been constituted comprising of:

- Chairman- The Principal
- The Administrator
- Senior faculty member
- Technical Staff member

Guidelines for Policy Implementation:

1. Campus:

- The administrator monitors the proper maintenance of the campus, and appropriate actions are taken as needed.
- The College follows a 'plastic-free campus', thus discouraging the use of plastics and polythene.
- To maintain the college campus clean and healthy, daily and routine cleaning and mopping of the different blocks by the support staff is carried out, and dustbins are kept in every corner of the campus.
- The buildings, entrances, fencing, parking places, cafeteria, and facilities have all been restored and refurbished as required.
- The elevator, fire safety setup, solar panels, and generator are maintained by the corresponding service provider's annual maintenance contract (AMC).
- The maintenance of sanitary napkin incinerator, air- conditioners, refrigerators, CCTV cameras, and fire extinguishers on the campus is carried out by the concerned service providers.



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- The water storage tanks are regularly cleaned. The service provider cleans and services the RO water purifiers periodically.

2. Garden:

- Regular garden maintenance ensures a green campus. A devoted gardener maintains the garden by planting seasonal flowering plants and regular trimming of the shrubs and trees.
- The gardens and lawns on the campus are maintained using efficient garden and landscape maintenance equipment.
- Support personnel regularly mow and weed the lawn to preserve a lush green carpet.
- The water fountains on the campus are cleaned regularly.
- The support staff maintains the vermicomposting bed under the supervision of the Department of Zoology.

3. Classrooms:

- The classes are assigned to the support staff for its cleaning and maintenance.
- The management has deputed technicians, plumbers, carpenters, and cleaners to ensure that classroom maintenance and related physical infrastructure are carried out effectively.
- The college development fund is use for the maintenance and repairing of the furnitures and electrical fixtures.
- Students are motivated to clean and conserve energy in classrooms.

4. Laboratory:

- The calibration, repair, and maintenance of the laboratory instrument are done regularly by lab technicians and service providers.
- Support staff has been allocated for cleaning and dusting laboratories and equipment.
- The equipment, instruments, chemicals, and microorganisms are handled as per the protocols with utmost precaution during the experiment. The disposal of chemicals and microorganisms is done as per safety rules.
- The departmental head reports the breakage or damage of the instruments or equipment to the administrator.
- The annual checking of instruments/ equipments and stock checking is done by laboratory technicians and supervised by the head of the department/ in charge.

5. Library:

Cleaning and rearrangement of books in the library is done daily.

For cleaning

- Regular cleaning of shelves by a vacuum cleaner and duster is carried out.
- Regular cleaning of the floor with wet mop.



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- Naphthalene balls in perforated boxes are kept on the shelves to avoid infestation.
- Chemical spraying is done regularly in the stacking areas.
- Metal shelves are cleaned regularly, washed with mild detergent, and dried properly.
- The anti-termite agents are sprayed routinely on the wooden shelves.
- Physical care of the books is undertaken, that is, their protection from sunlight, dust, insects, moisture, and heat.

For rearrangement

- Books that are damaged or torn are hardbound and rearranged in the proper place.
- The subject-wise stacking of books is done with the help of subject teachers.
- The users continuously pick up books from the stacks, issue them, and eventually return them. Upon their return, the books are put back in the proper places on the stacks. Thus, proper shelving, re-shelving, and maintenance of the collection are continuous in nature and essential for the betterment of proper arrangement.
- The books are periodically, and those requiring minor repairs are immediately repaired.
- Periodicals of **permanent value** are also systematically bound and kept in the library for ready use. Binding of periodicals is done year wise.
- The new study materials (books and periodicals) are displayed on the display racks.
- Regular supervision of the stack area is done, and instructions are given to the concerned staff to arrange the books in their assigned places to save the time of the user.

6. Sports Facilities:

- The institution has its own sports grounds, and their cleanliness is maintained regularly with the help of the ground staff.
- The maintenance of the sports equipment is done regularly, and the service provider replaces the equipment.
- Indoor facilities like a tennis table and chess are available in the College and are cleaned and managed regularly.
- The gymnasiums are cleaned and maintained by the supporting staff under the supervision of the sports officer.
- Treadmills are cleaned and lubricated every month depending on the machine's use.
- Cardio and resistance devices are checked regularly.

7. ICT Facility:

- The College has established an ICT Policy to cater to the ICT infrastructure's maintenance, upgradation, and support needs. An Annual Maintenance Contract (AMC) has been signed with an IT Company named "Admen Multi-Studios, Gwalior" for the maintenance of college ERP (Enterprise Resource Planning) named eCAS (Enhanced Campus Automation System) Version: 24.1.23.1745, and it is regularly upgraded to the latest version every year.



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- Internet and networking facilities have been provided on the entire campus over OFC (Optical Fiber Cable) and are regularly monitored and serviced by Purenet Telecom India Pvt. Ltd.
- A dedicated full-time technician maintains other ICT resources like computers, laptops, printers, peripherals, etc. Additionally, an IT Cell has been established in the College consisting of four professionals for the maintenance of Servers, ERP, Networks, Internet, payment and SMS Gateways, CCTV control unit, institutional Websites and portals, online subscription to tools like Google Workspace, and other information technology infrastructure available in the College. The use of these ICT facilities in governance, research, teaching, and learning ensures the effective utilization of these available facilities
- Software and hardware are reviewed and upgraded periodically as per the user's requirement, and the non-usable systems are sent to the e waste partner.
- The computers are kept dust-free by regular dusting.