



# **MAR GREGORIOS COLLEGE OF ARTS & SCIENCE**

**AFFILIATED TO THE UNIVERSITY OF MADRAS**



## **MAINTENANCE POLICY**

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### **THE ADMINISTRATIVE COMMITTEE**

The Administrative Committee is headed by the Secretary, Principal. IQAC also plays a vital role in maintaining and upgrading the physical and academic amenities. The maintenance and renovation / repairing works are taken care by the Administrative Office. They meet periodically and take major decisions pertaining to the maintenance and upgradation of the physical and academic amenities.

### **THE GENERAL MAINTENANCE TEAM**

The college has a maintenance committee headed by the Secretary and the Principal. The maintenance supervisor is solely responsible for coordinating and supervising physical and academic amenities in the campus. He is assisted by the carpenters, plumbers, electricians, gardeners, scavengers and support staff team. The College allots funds annually for the maintenance and upkeep of the infrastructure facilities and also to purchase equipments based on the requirements of the institution. The General Maintenance team meets every day and undertakes the following works every day.

- The classrooms, staff rooms, labs, library, common areas and the green space are cleaned daily by the support staff
- The restrooms for boys and girls are cleaned twice a day
- Continuous flow of water is ensured in the rest rooms in all working days
- Refilling of sanitary napkin vending machines are done regularly
- Purified drinking water RO is provided
- Fridge is cleaned and maintained in proper condition to serve

### **TECHNICAL TEAM**

The Technical Team is headed by the Secretary and the Principal with the assistance of three technical experts. The team ensures that all the required service is rendered on time without any technical snags. They make it a point to meet once in a fortnight and discuss the current updates in the technical field, and the same is updated immediately in the institution to meet the demands of the current existing technology.

### **INTERNAL COMPLAINTS REGISTER**

Internal Complaints Register is placed in the administrative office for the efficient running of the institution. All complaints regarding the infrastructure, technical snags and electrical faults are lodged in the register and ensured that in no time it is rectified. The grievances are also addressed, and the addressed grievances are redressed immediately.

### **ICT -ENABLED TEACHING AND LEARNING**

Few classrooms have proficiency in enabling ICT in the classrooms for the effective functioning of the teaching-learning process, in addition to the traditional methods of teaching.

### **WEBSITE COMMITTEE**

**The Website Committee** is governed by the Academic Director, assisted by the faculty members from the departments of Computer Applications and the Computer Science. This team uploads, monitors and updates the information on the college website regularly.

### **BRIMMING FLORAL ENVIRONMENT**

The institution is blooming and brimming with nature's beauty. Along with the trees, medicinal and seasonal herbs and shrubs are nurtured with utmost care. The lush green leaves symbolizes the efficiency of the team of full-time gardeners at the institution. The pleasant and healthy atmosphere induces the MGcians to commune with nature serenely amidst the hectic technology.

### **CLASS ROOM MAINTENANCE TEAM**

The Class room maintenance team ensures that all the classrooms are cleaned after every shift, twice a day. If the classrooms demand any repair or mending of the assets, it is met immediately.

### **LABORATORY MAINTENANCE TEAM**

Computer Lab, Electronics Lab, Viscom Lab and Language Lab are maintained by the Laboratory Maintenance Team or Lab Assistants. The lab assistants of the college look after the routine maintenance of equipments in various science laboratories . The team monitors the use and the maintenance of the labs. A long notebook is maintained by the lab coordinator which houses not only the details of stock in the laboratory, but also records the in and out timings of the students while accessing the lab. However, the faculty of the concerned departments also take responsibility in maintaining the Lab perfectly.

### **LIBRARY MAINTENANCE:**

The Library is maintained by the Library Committee headed by the Librarian. The Librarian maintains the accession register and also the files pertaining to the purchase of books, renewals of periodicals and e-resources.

### **SPORTS FACILITIES:**

The college playground covers an area of 60 x 120 sqft with facilities for outdoor and indoor games. The college has a playground, football ground, cricket ground, badminton court, volley ball court, kabaddi court, mini basket ball court, tennis court, cricket net and indoor sports such as chess and carom.

### **SECURITY MEASURES**

The campus is under the surveillance of **140** CCTV. It is maintained by the system administrator. In addition, security guards are present 24/7 to ensure the safety of the students and staff. Besides, the police personnel from the police station close by, patrol in and around the college.

### **POWER SUPPLY**

A generator of **9000 kw** power and **29** solar panels which generates **15 KVA** power to installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.

### **STUDENTS FACILITY CENTRE:**

The canteen has nutritious snacks and healthy food items to be provided to the students when required. The Canteen also has a separate cooking area facilitated with gas pipelines and service areas to cater to the need of the students.

### **FACULTY CAFETERIA:**

A separate dining space exclusively for faculty is available in an area of the Cafeteria and it is furnished with adequate seating arrangements,

## **OUTSOURCED MAINTENANCE ACTIVITIES**

- Maintenance of A/C s, R.O. Plant, lifts and computers is done from time to time
- Pest Control measures are undertaken as and when required.
- Sanitary napkin disposal machine is serviced periodically.

### **FIRST AID**

First Aid Kit is provided in all the floors.

### **FIRE EXTINGUISHERS**

Fire extinguishers are kept at major places.

The Principal of the college and the IQAC also ensures the maintenance of the available infrastructural facilities and equipments from time to time through the members of the Administrative Committee. Every year, Heads of various departments are also directed to submit their requirements of facilities, and their submitted requirements are met in time. The institution is very keen on maintaining the infrastructure and updating all the required facilities from time to time.