



Policy Document for Maintenance

• *Preamble*

St. Joseph's College, Moolamattom believe that maintenance is the life blood of our college and we recognize the crucial role it plays in providing a safe, functional, and welcoming environment for all our stakeholders. This policy is established to articulate our commitment to the maintenance of our college facilities and infrastructure while ensuring efficiency, accountability, and sustainability.

• *Objectives*

- To prioritize maintenance needs based on factors like safety, functionality, and the impact on academic and administrative operations.
- To allocate human and financial resources to support maintenance efforts.
- To establish clear lines of responsibility and accountability for maintenance tasks.

• *Policy Statements*

The college takes effective measures to maintain and utilize physical, academic and support facilities in an optimal manner.

- All the departments of the college are provided with the required infrastructure facilities like classrooms, laboratories, and library access. In addition to this the college has adequate space in common rooms, sufficient number of separate washrooms for male and female students and teachers, and hygienic canteen facilities.
- The college employs adequate number of support staff for housekeeping.
- The college auditorium, conference rooms, classrooms, washrooms and the entire campus are kept neat and clean and maintained daily.
- The laboratories are looked after and managed by lab attenders. They are responsible for the stock maintenance and requirements of day to day functioning of the lab.
- The college also has dedicated teams of qualified electricians, mechanics, plumbers and computer technicians for the maintenance of electrical appliances, fittings and fixtures, and for the maintenance of computer facilities.
- The Central Library is maintained by a professionally skilled and trained librarian.
- Periodic stock verification of all resources is carried out periodically and equipment, chemicals and books are purchased to meet the needs.
- The college also has a procedure to ensure the availability of sports and games materials which help the college to organise intra-college sports events on a regular basis.



- The indoor stadiums of the college are well maintained using adequate equipment.
- The college gymnasium is managed by a trained instructor who is responsible for the proper maintenance and upkeep of the facility.
- Maintenance of building such as repair work and painting, new constructions, up gradation of existing infrastructure are carried out during vacations to prevent disruption of regular classes.
- For the purpose of providing adequate security, the college has installed CCTV cameras at strategic locations. Security is also ensured 24x7 days by appointing adequate number of security personnel.
- The college has a gardener for the maintenance and upkeep of the green areas.
- The college has allotted a specific area for the parking of vehicles of students and teachers. There are separate parking areas for two-wheelers and four-wheelers.
- Principal, Bursar and HoDs are responsible for planning and scheduling of maintenance. This is done in the following manner:
 - Identify the equipment and things for maintenance.
 - Categorize, prioritize and do the needful.
 - Plan maintenance considering cost, time and space.

• *Review Mechanism*

This Maintenance Policy is evaluated on a regular basis to determine its efficacy and applicability. The opinions of stakeholders are taken into account while revising the policy.

Time of implantation of this policy is from 01 June, 2019

Authorized Signatory

Principal

St. Joseph's College, Moolamattom

