



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

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MAINTENANCE POLICY DOCUMENT

The comprehensive infrastructure of the College is constituted by elementary features like buildings, classrooms and 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 in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the faculty. The services of plumbers, electricians, and computer analysts are available round the clock 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.

1. Maintenance of 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. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

2. 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 of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents 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 gammoxine 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.

3. 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 for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member should seek permission of the Principal.

4. 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 the departments 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.

5. Maintenance of ICT Facilities

The HOD of Computer Department and its support staff maintain the ICT facilities including computers 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 service provider periodically.

6. Maintenance of Sports and Games Facility

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

7. Maintenance of Campus Cleanliness.

Cleaning of the campus areas in both campuses 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.

8. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the support 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 campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers.

Fire extinguishers are installed in various blocks and are 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, bird feeders, 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 campus is under CCTV surveillance and the facility is taken care of by third party through contract.

9. 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.

10. 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.

11. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light 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.



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