

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Document 1 : Maintenance Policy



ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

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

Malkapuram, Dist.Visakhapatnam, Andhra Pradesh 530011

Phone- 7993707565(O) 9441838484 (P)

Email:stannscollegevsp@gmail.com Website:www.stannscollegevizag.org

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 gammaxine 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 center.

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.

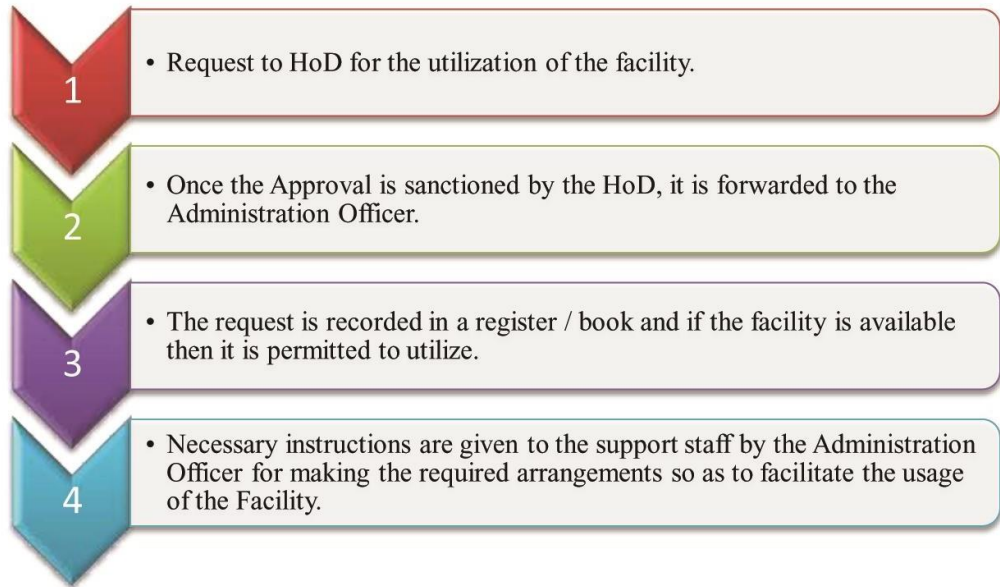
12. Annual maintenance of solar panel:

1. A general performance check of the system is done by reviewing the daily performance data to detect any major changes in output
2. Checking the solar panels to ensure that they are clean, free of fractures, scratches, corrosion, moisture penetration and browning.
3. Cabling is checked regularly to ensure that it is secure and the voltage of strings is within the stipulated tolerance.
4. Checking the mounting hardware to ensure it is in good condition and ensuring the earth connection is continuous.
5. Checking of junction boxes to ensure there is no water accumulation and that the integrity of lid seals, connections and clamping devices is intact.
6. Checking of breakers for any damage, and to verify that the isolation devices are working correctly
7. Checking of fuse boxes for water damage and resistive joints on connections
8. Inspecting the inverters to assess any damage, checking for any resistive joints on connections and verifying the DC voltage coming into the inverter.

Document No:2 : Additional Information

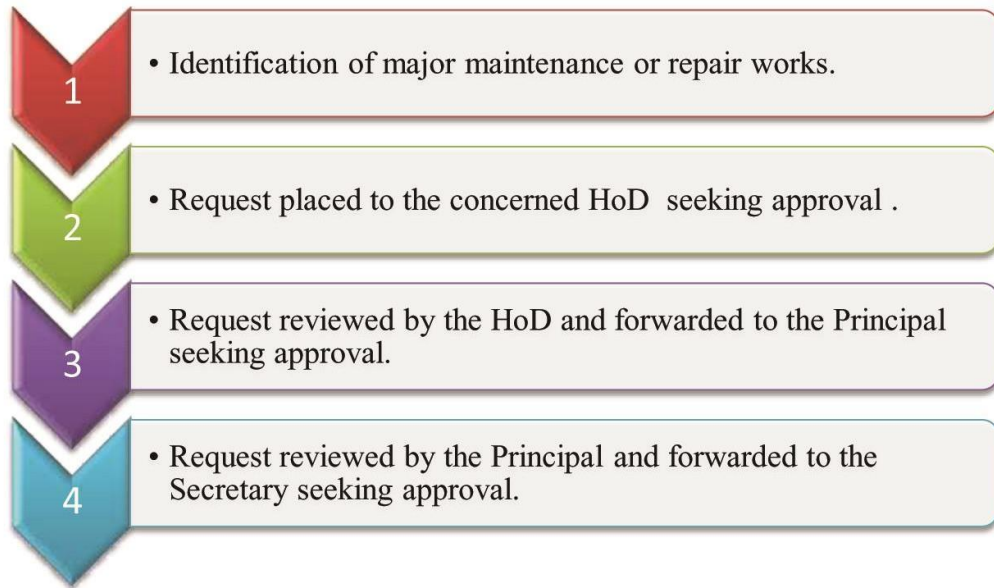
ADDITIONAL INFORMATION

Procedure for Utilization of Physical Facilities



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-17

Procedure for Major Maintenance Works



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam.

Procedure for Repairs & Maintenance

STEP 1

- As and when it is identified that any infrastructure / asset / equipment requires repair / maintenance, a request is recorded in the register specified, maintained by the Administration Office.

STEP 2

- The same register is regularly checked by the In-house Maintenance Staff to attend to any repair / maintenance work such as civil, electrical, plumbing, etc.



Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-17

CHEMISTRY LAB STOCK REGISTER

CHEMISTRY LAB STOCK REGISTER

		2021 - 2022	RS	237	
S.No	Date	Description	Qty	Rate	Amount
	21-22/7958				
1.		Sodium (metal) in liquid Paraffin	1x 250gm	297.88	351.50
2.		Salicylic Acid for synthesis	1x 500gm	438.98	518.00
3.		Sodium Nitrate Extra pure	1x 500gm	201.69	238.60
4.		Sulphuric Acid Extra pure	2x (4x 2.5 lbs)	661.86	1,562.00
5.		Silver Nitrate 0.02N Solution	2x 500ml	461.02	1,068.00
6.		Nessler's Reagent (for Ammonia & Ammonium)	4x 125ml	183.05	864.00
7.		Litmus Paper Blue	1x 106kt	177.12	209.00
8.		Barium Acetate Extra pure	2x 500gm	483.90	1,142.00
					7,044.52
				5.95T Amt	537.29
				C9ST Amt	537.29
	21-22/8089				5,969.93
1.		Zinc Phosphate	1x 500gms	377.97	446.00
2.		Zinc Borate	1x 500 gms	887.29	1,047.00
3.		Calcium Borate	1x 500gms	1018.64	1,202.00
4.		Tollen's Reagent	1x 100 ml	1511.86	1,784.00
5.		Zinc Sulphate heptahydrate Extra pure	2x 500 gms.	226.27	534.00
6.		Benzophenone, Min 99% for synthesis	1x 500 gms	560.17	661.00
7.		Nickel (II) Nitrate Hexahydrate	1x 500gms	844.07	996.00
			59ST	1,244.75	16,320.0
			C9ST	1,244.75	13,830.5
	21-22/7873				
1.		Ammonium Carbonate, 30.0% NH ₃ Basis	3x 500gms	148.31	525.00
2.		Potassium Iodide Extra pure	2x 500gms	3216.10	7,590.00
3.		Strontium chloride hexahydrate, 98%	2x 500gms	266.10	628.00
4.		Manganese (II) sulfate			

CHEMISTRY LAB STOCK REGISTER

38239

S No	Date	Description	Qty	Rate	Amount
7.		Propan - 2-ol Extra pure (an)	2 x 500ml	276.00	651.36
8.		Zinc Dust 5g	2 x 500gms	625.42	1,476.00
9.		Acetic Acid glacial ERARKS	2 x 500ml	329.86	778.00
10.		Lead (II) chromate Pure, 98%	1 x 500gms.	698.30	824.00
					14,149.35
				395T	1,079.19
				C95T	1,079.19
	21-22/7991				11,990.96
1.		Phthalic Anhydride	1 x 500gms.	264.41	312.00
					312.00
				395T	23.80
	03/03/2022			C95T	23.80
					264.41
1.		Barium Bromide	3 x 500gms.	3 x 818.00	2454
				505T	220.86
				C65T	220.86
					2895.72
TOTAL:-					49,104.71
4910					
<p>Forty Nine Thousand one Hundred Four Rupees & Seventy one Paise only</p>					
<p><i>(Signature)</i> V. Anjali</p>			<p><i>(Signature)</i> 18/04/2022</p>		

CHEMISTRY LAB STOCK REGISTER

238

S.No	Date	Description	Qty	Rate	Amount
		Monohydrate, 98%	1x500gms	243.22	243.00
5.		Ammonium Hydrogenphosphate, 98%	1x500gms	261.02	308.00
6.		Aluminium Nitrate Monohydrate 98%	3x500gms	231.36	819.00
					10,157.00
				SGST	774.69
				CGST	774.69
	21-22/7872				8,607.63
1.		Urea, 97%	2x500gms	174.58	412.00
2.		Toluene, 99%	2x500ml	216.10	510.00
3.		Benzene, 99%	2x500ml	193.22	456.00
4.		Chloroform, 99%	3x500ml	185.59	657.00
5.		Thionyl chloride, 98%	1x500ml	330.51	390.00
6.		Benzoyl chloride, 98%	1x500ml	412.71	487.00
7.		D-Lactose Monohydrate	2x500gms	322.03	760.00
8.		Phthalic Acid, 99%	1x500g	347.46	410.00
9.		Nitrobenzene, 98%	2x500ml	288.14	680.00
10.		Benzaldehyde 98%	1x500ml	269.49	318.00
11.		Sodium hydrogen Carbonate, 98%	2x500ml	133.90	316.00
12.		Sodium Carbonate, 98%	3x500gm	139.83	495.00
13.		Phosphorous (V) Oxide, 97%	1x500gms	553.39	653.00
					6,544.00
				SGST	499.12
				CGST	499.12
	21-22/7970				5,545.76
1.		Aniline, 99%	5x500ml	360.17	2,125.00
2.		Acetanilide, 95%	2x500gms	580.51	1,370.00
3.		Benzoyl chloride, 98%	2x500ml	412.71	974.00
4.		O-Toluidine, 98%	1x500ml	461.02	544.00
5.		O-Anisidine, 98%	1x500gm	526.27	621.00
6.		Silica Gel 60 F254 20x20cm, Pkt of 25 plate	1x1pkt	3986.44	4,704.00

