



## **P.K.R. ARTS COLLEGE FOR WOMEN**

(An Autonomous Institution-Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade

Gobichettipalayam – 638 476, Erode District, Tamil Nadu, India

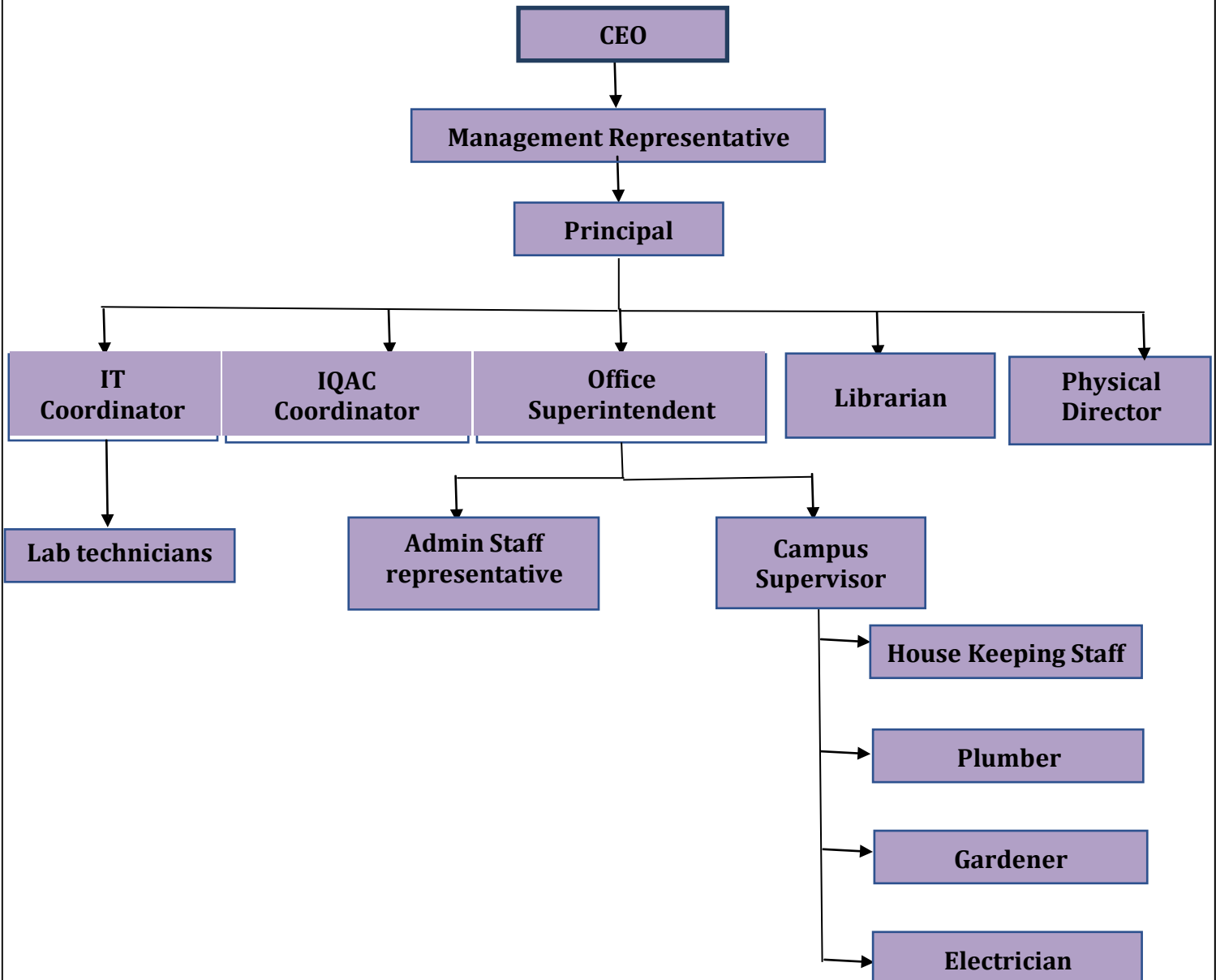
### **Infrastructure Maintenance Policy**

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## 1. Introduction

The campus of the P.K.R. Arts College for Women in Gobichettipalayam has an environmental friendly campus running to a few acres. The teaching, learning, and research programmes benefit from a well-maintained infrastructure. The college has a well-established system in place for using and maintaining its IT infrastructure, which includes computers, classrooms, tools, and labs. This document offers a thorough framework for maintaining buildings and infrastructure in a way that maximises their value for research, teaching, and learning. It also outlines the numerous processes that must be completed to maintain the infrastructural facilities, along with diagrammatic representations of the procedures that must be followed.



## ***2. Objectives of the Policy***

By enhancing, developing, and innovating the campus infrastructure based on the expanding needs of the students to foster a supportive academic environment, the College will provide enough facilities for the holistic development of the students and faculty.

## ***3. Infrastructure and Maintenance Committee***

To develop and oversee the campus's infrastructure and upkeep, a committee has been formed. The committee will consist of the following members:

1. Chief Executive Officer
2. Management Representative
3. Principal
4. Office Superintendent
5. IQAC Coordinator
6. IT Coordinator
7. Campus Supervisor
8. Admin staff representative
9. Librarian
10. Physical Director

## ***4. Roles and Responsibilities of Infrastructure and Maintenance Committee***

According to P.K.R., a good physical infrastructure that is both accessible and available is essential for the students' overall development. In light of this, the committee will be charged with creating, improving, and maintaining the institution's infrastructure.

Through its biannual sessions, the committee will assess the campus infrastructure facilities annually. Plan for infrastructure expansion and augmentation based on the committee's recommendations. The committee is responsible for establishing or modifying the necessary operating procedures to direct and oversee the upkeep and exploitation of infrastructure. By incorporating ICT into all academic and non-academic operations, the committee will strengthen the IT infrastructure to provide academics effectively. The committee will plan for maintaining and enhancing transportation facilities. The committee will work to make sure the institution is prepared to meet the requirements for environmental safety and protection set by the government and academic standards. The committee is responsible for planning for library improvement.

## ***5. Maintenance of Physical Facilities***

- The Campus Supervisor, who will also oversee the employees and support staff, is in charge of maintaining all the physical facilities.
- On campus, there are electrician, plumber, and IT Coordinator services available.
- The electrician is in charge of maintaining equipment including generator sets, general lighting, power distribution systems, solar panels, etc. and ensuring an uninterrupted power supply.
- Support staff is responsible for doing water, plumbing, plant, sewage, and drainage maintenance.
- The Campus Supervisor is in charge of maintaining the campus lawns and assigning staff as needed for urgent situations as well as routine labour.
- The campus infrastructure maintenance team keeps an eye on the condition and cleanliness of the canteen, dormitory, staff lounge, sports facilities, classrooms, labs, furnishings, campus grounds, and sports facilities. With the assistance of housekeeping personnel, the team also handles housekeeping services.
- The Infrastructure Maintenance team and its support workers are in charge of monitoring and maintaining the transportation facilities.
- At the conclusion of the academic year, all vehicles receive prompt annual maintenance.

## ***6. Maintenance of Classrooms, Furniture and Computer lab***

- The IT Coordinator and his colleagues look after the computer lab, furniture-equipped classrooms, and instructional aids. The campus supervisor is in charge of the cleaning personnel. The IT coordinator is in charge of the computer lab, but the lab technicians are in charge of their individual computer labs. Periodically, the HoD of the individual department updates the administration on all maintenance tasks. The complaints are handled in order of priority. Lab technicians keep an eye on how well the laboratories are being used. Throughout the course of the school day, students make the best use of every classroom and are also given instruction on how to maintain the equipment.

## ***7. Maintenance and Utilization of Library and Library Resources***

- The librarians look after the library. Both the administrative team and the housekeeping crew do an excellent job of supporting them. Clear guidelines are provided for how library materials should be handled, especially during processing, shelving, and transportation. The next actions must be taken:
- It is not recommended to arrange bound volumes away from their fore edges as this weakens the binding.
- Never pack shelves to capacity. When a reader tries to take a book from a shelf that is too full, the spines may shatter and the book may be damaged. Massive volumes must be maintained flat.
- The accumulation of dust causes the documents to become stained, so it should not be allowed to settle on them.
- CDs and DVDs should be stored in a room with controlled humidity, temperature, and air quality.
- Insect-related issues are minimized with effective pest management.
- To stop cockroaches, use borax or regular salt.
- Handling and caring for books properly.
- One of the more efficient, affordable, and simple preservation techniques is to handle any collection object carefully, especially functional ones like books with flexing elements.

### **Take proper care when handling books by:**

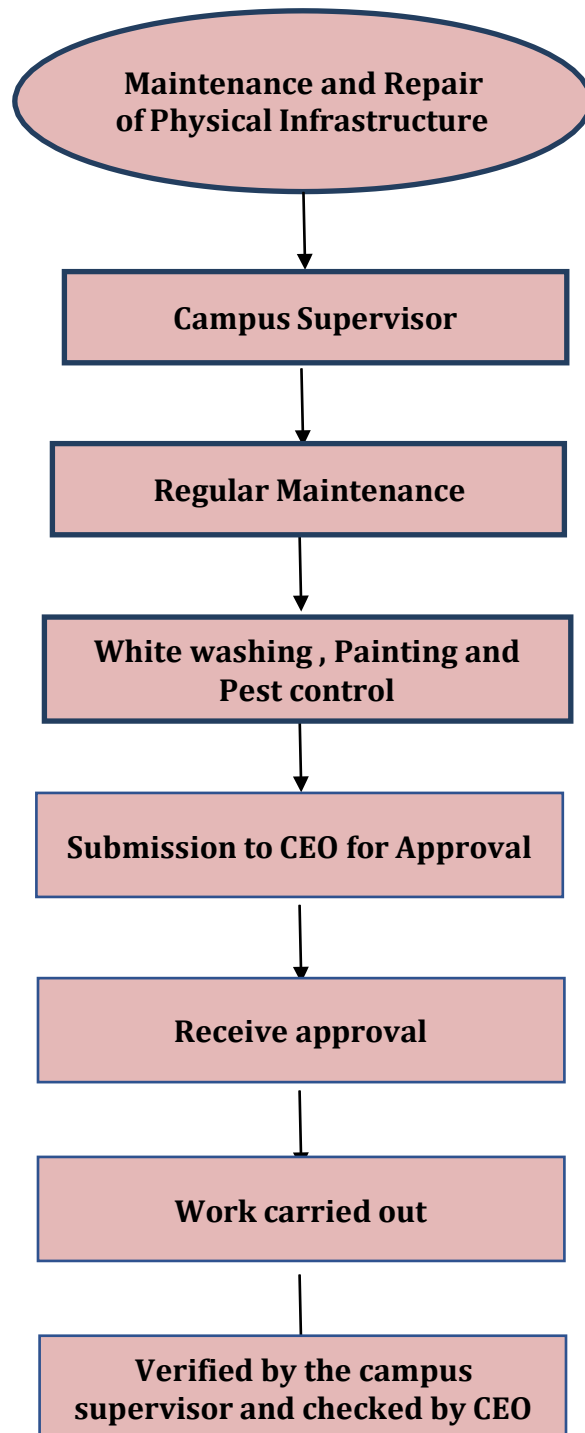
- Utilising the book in a clean environment with clean hands.
- Avoiding eating and drinking.
- Instead of pulling at the top of the spine to remove the book from the shelf, hold both sides of the spine in the middle of the book (push in the adjacent book on both sides to have a strong grip).
- Avoid forcing a book to open all the way up; instead, raise the covers to lessen the opening angle.
- Not utilising acidic inserts, "dog ear" folding, paper clips, or other bookmarking methods.
- Avoiding the use of glue, rubber bands, self-adhesive tape, and any sort of "leather dressing" on books.

### **Proper Storage of Books**

- Good book storage comprises a cold (room temperature or lower), moderately dry (approximately 35% relative humidity), clean, and stable atmosphere and considerably extends the life and usability of books (avoid attics, basements, and other locations with high risk of leaks and environmental extremes)
- Exposure to light is kept to a minimum, and direct or glaring light is never allowed.
- Regular cleaning and dusting.
- Books of similar sizes should be stacked together such that the neighbors on each side can support the faces of the covers as much as possible.
- Keeping books on shelves straight and erect without leaning (storing books lying flat is also good)

### ***8. Maintenance and Utilization of Seminar Halls and Auditoriums***

- The campus supervisor and the electrician are responsible for overseeing the seminar rooms and auditoriums. The housekeeping team is in charge of maintaining cleanliness. By signing up at the hall booking register, seminar halls and auditoriums can be used effectively for hosting academic meetings, seminars, conferences, and cultural events. The organising faculty or staff member schedules the date in the file that is available in the principal's office in order to use the amenities. The date of the event is registered through the CEO and the Principal, and the halls can be accessed withpriority.

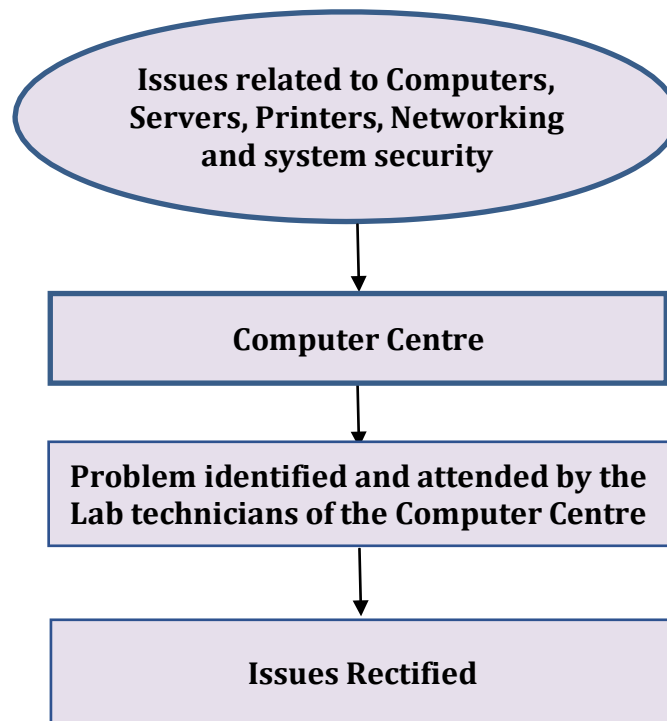


*Figure1: Maintenance of Physical Facilities*



## **9. Maintenance of ICT Facilities**

- The ICT facilities, including computers and servers, are maintained by the IT coordinator and his support team. The necessary software installation, antivirus updates, and upgrades are all part of the annual maintenance. Electronic devices including projectors, laptops, printers, and photocopiers are maintained and reused to reduce e-waste. The computer centre is in charge of maintaining campus Wi-Fi.



*Figure3: Maintenance of Computer and Accessories*

## 10. Maintenance of Sports and Games Facilities

- The Physical Director oversees and maintains all of the campus's sporting goods, gym equipment, play areas, and courts. The annual maintenance procedure is used to maintain the gym's expensive equipment. Annual ground level maintenance is carried out over the summer. The Physical Director and students in Physical Education frequently do seasonal maintenance on all of the facilities and grounds.

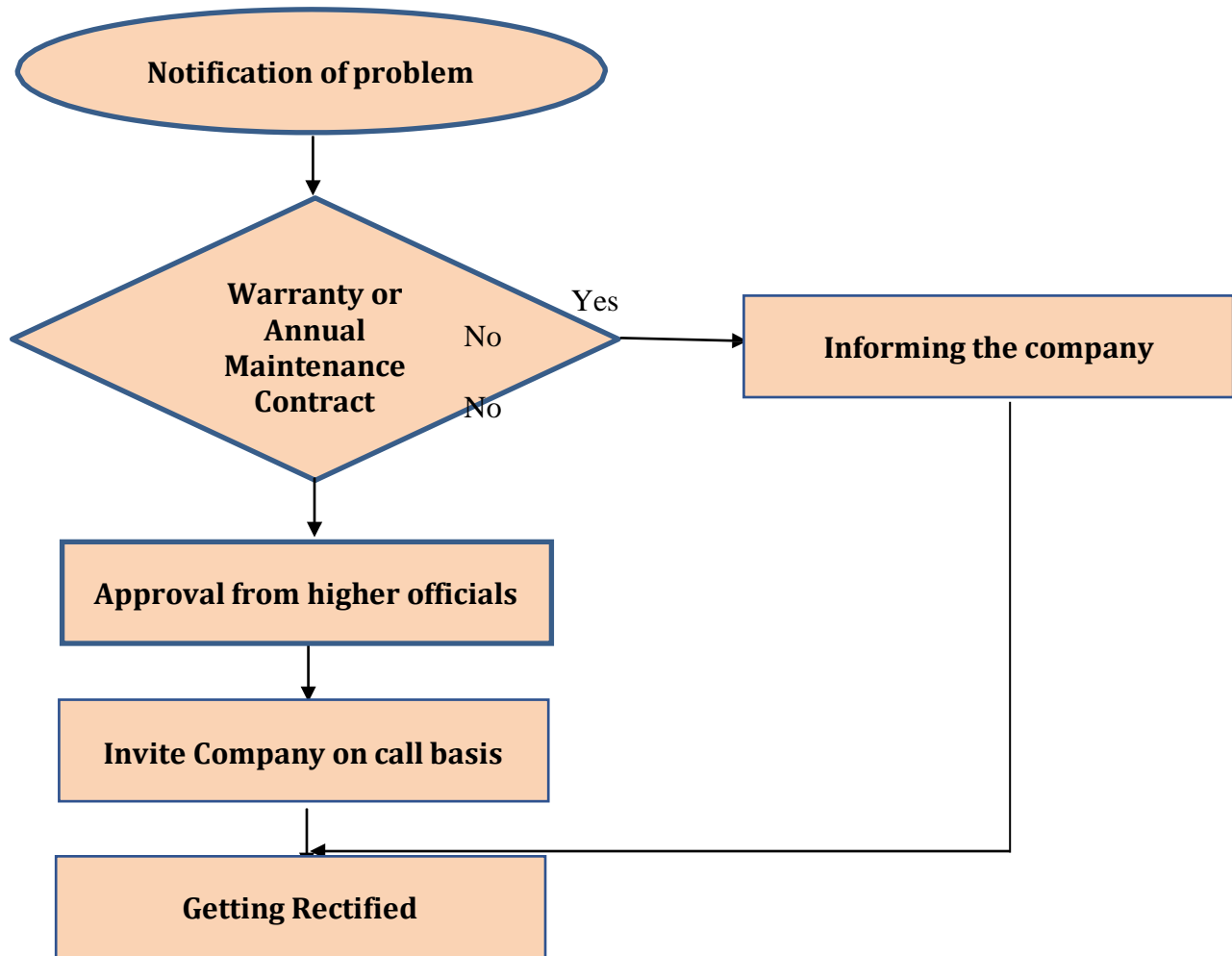
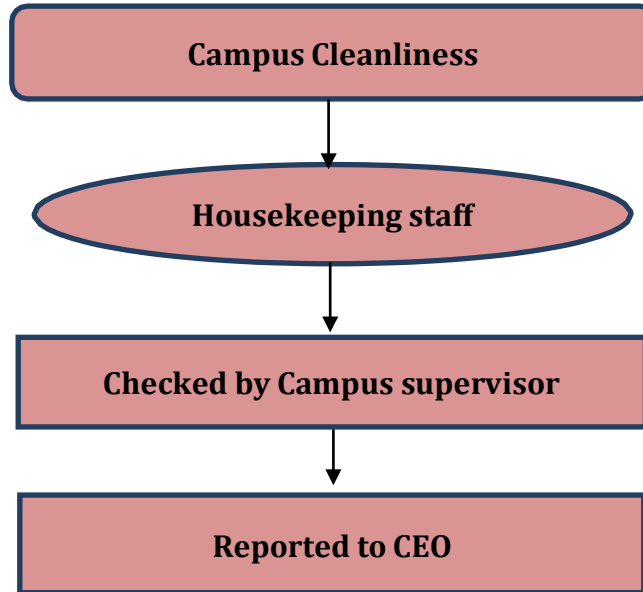


Figure 5: Maintenance of Sports and Games Facility

## ***11. Maintenance of Campus Cleanliness***

- Daily cleaning of the campus, including the academic and administrative buildings, is done around 8:30 a.m., before to the start of regular classes. Every day in the morning, the cleaning crew takes care of the restrooms. The campus supervisor, who daily reports to the CEO, is in charge of maintaining the entire campus area.



*Figure6: Maintenance of Campus cleanliness*

## **12. Maintenance of other amenities:**

**12.1 Campus Amenities:** The campus has a water purification system that provides safe, sufficient drinking water around-the-clock as part of the annual maintenance procedure. The UG and PG blocks have fire extinguishers on every floor. Under the direction of the Office Superintendent, the Campus Supervisor and Electrician maintain the Canteen, General Stores, Lift, Reverse Osmosis unit, power plant, inverter & batteries, bio-digester, and medical room.

**12.2 Green environmental aspects**—The campus's herb garden, solar panels, LEDs, biogas plant, incinerator, and LEDs are all maintained by gardeners and the NSS volunteers' on a daily basis. Additionally, annual reports of the green auditing are kept.

**12.3 Security Cameras:** The IT Coordinator maintains an annual maintenance contract with the service providers and oversees CCTV surveillance of the campus.

**12.4 Annual Stock Checking & audits:** The Campus Supervisor, Office Superintendent, and IT Coordinator perform an annual inventory review of all assets, including furniture, lab supplies, office supplies, sports equipment, and ICT equipment. They also report on any repairs. The college conducts both internal and external audits, and a combined report is provided to the Management Representative for any necessary follow-up action.

**12.5 Replacement of Equipment/Electronics/Computers:** The maintenance includes procedures used to replace deteriorated assets. Older gadgets and computers are given to the e-waste vendor in order to prevent e-waste.

**12.6 Day to Day Emergency Maintenance:** The campus supervisor and the electrician conduct daily routine repairs such as changing light bulbs, repairing water leaks—leaking water pipes, taps, valves, and cisterns—clearing blocked drains, repairing locks and door handles, and other minor repairs that call for daily maintenance checks.

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