

Vimala College (Autonomous)

Thrissur



Infrastructure Maintenance Policy



VIMALA COLLEGE (AUTONOMOUS), THRISSUR
KERALA 680009

Policy No.	VC/ Policy/18				
Policy Name:	Infrastructure Maintenance Policy				
Drafted by	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	Adopted:	2018-19	Revised:	2020-21
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PRINCIPAL IN-CHARGE,
VIMALA COLLEGE
(AUTONOMOUS)
THRISSUR - 680 009

Introduction

Vimala College owns an extensive infrastructure to deliver its teaching, learning, research and administrative functions. The infrastructure consists of classrooms, library, seminar halls, Conference rooms, auditorium, sports, games and fitness facilities, international aquatic complex, Indoor Stadium, Computer labs, Science labs and language labs, vehicles, and equipment. This document provides a framework and an outline of the allocation of responsibilities to ensure optimum utilization and maintenance of existing resources.

Vimala College (Autonomous) has a well formulated policy and procedure for the maintenance of its infrastructure facilities and campus in general. Timely response to the requests for repairs and replacements done through a team of dedicated technical persons, support staff and housekeeping team under the leadership of the Bursar. The work distribution is meticulously done and followed in a systematic manner. Budgetary provisions are made for regular checking, repairs and corrective measures. Periodical in-service training is provided to the staff.

Procurement of facilities

The Management of the College in consultation with all its stakeholders decides the procurement of all its infrastructure facilities. The institution has a Finance Committee and Purchase Committee that administer all the purchases or construction of infrastructure facilities as per the mandates of the Government, University and UGC.



Optimum Utilization of infrastructure facilities

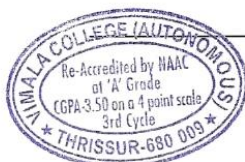
The institution promotes optimum use of all the infrastructure resources by the stakeholders. All the departments have sufficient number of classrooms, furniture and other equipment. The administrative section of the College solicits departmental proposals stating the requirements and purchases are made on priority basis and based on the availability of funds. Equipments are made available to the staff and students of the neighbouring institutions on request.

Maintenance of facilities

The Bursar with a team of members monitors the maintenance of all the campus buildings and facilities.

The facilities can be classified into:

- Departmental facilities- classrooms, furniture, Science labs, Language lab and Computer Labs and equipment
- Meeting, Seminar and Conference facilities, Media room, studio (audio recording)
- Amphitheatre
- Reprographic facilities
- Studio with Audi/ Video Recording facilities
- Guest Rooms
- Library facilities
- Computer facilities, LAN, internet and Wi-Fi
- Air conditioners
- LINWAYS, Koha and other soft wares
- Ceiling mounted LCD Projectors, Smart Boards



- Public address system and generators
- Transport facilities
- Sports, games and Fitness
- Leisure Tower
- Bible Study Room
- Aaradhyam
- Hostel and Canteen
- Recreational areas
- Washrooms and Rest rooms and sickroom
- Drinking water, Uninterrupted Power supply including Solar power
- Parking
- Lift
- Ramp facility, wheelchair
- Waste management facilities
- Fire safety measures
- Auditorium
- Office facilities for Community Extension activities such as Family Counselling Centre, CHILDLINE, Child Guidance Centre and VimalaCommunity Aid and Sponsorship Scheme, People's Mediation Centre, Creche and Pakalveedu
- Indoor stadium
- International Aquatic Complex
- Chomsky Convergence Centre



Maintenance Planning: Annual Maintenance Planning is done in the general body of the College.

General maintenance: An annual maintenance schedule is developed in which the maintenance team investigates the general aspects of infrastructure maintenance. White washing, painting, pruning of trees, clearing of drainage system, cleaning roofs, maintenance of washrooms etc. are done during holidays.

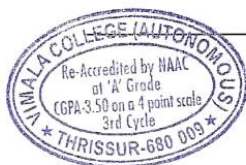
Housekeeping: A house keeping team consists of adequate support staff conscientiously engage in keeping the campus clean, green and safe

Maintenance of classrooms, Furniture, Equipment and Laboratories

Every department is provided with enough classrooms, staff rooms, washrooms/toilets, laboratories, and necessary furniture and equipment which are maintained by the respective department staff supervised by Head of the Department. The classes shall be properly maintained with the support from the departmental staff supervised by Head of the Department. The maintenance team responds immediately in case of any maintenance issues. The institution includes students also in making the classroom a nice place to learn and live

The purchase of all equipment for the laboratories shall be purchased from standard scientific companies by the Purchase Committee as per the norms by the government. Timely maintenance is the norm of the institution.

The department maintains stock registers, asset registers, logbooks etc. Standard Operating Procedures are prepared for the high end equipment. Breakage and repairs are identified and notified to the Bursar. Breakage by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students.



Utilisation and Maintenance of Conference rooms, Seminar halls and Auditorium

Effective utilization of seminar halls, conference rooms and auditorium for academic, cultural and extension events is made. For accessing the facilities, the organizing faculty submits a pre-event registration form available on the institutional website which helps the institution in creating an event data base. The booking of the facilities required will be made in consultation with the Principal. This priority-based bookings avoids duplication. The organisers should record the requirements in a register kept in the office to ensure public address system, projectors etc and must inform the gate, reception to ensure hospitality of guests. There is a separate section in the office to arrange food and refreshments to the participants and resource persons. The booking for food to be made in advance by the organizers.

While using the meeting rooms, the organizers are expected to follow the rules given below:

- Do not change the configuration of the laptop and/or of the electronic equipment in the room.
- In case of motivated necessity (for example a Speaker with a presentation saved on his/her personal pc / use of special software not installed on the room laptop, etc...) it is necessary to contact institution's technical person in advance to check the feasibility of the request.
- Do not change the set-up of tables / chairs in the room (unless previously agreed) or rearrange them into the previous position after the session
- Remove all the materials used including the plates, cups and the waste generated. Use of plastics is banned in the campus.



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- Any complaints related to the functioning of any of the equipment or any damage occurred to be notified soon after the event
- In case of emergencies or for help with needs concerning audio-visual equipment please contact the technical person in charge of the facility

Guest rooms

There are two guest rooms attached to the main block of the College. This facility is used for resource a person who needs residential facilities. Advance booking to be done by the organizers of the programme.

Library facilities

The responsibility of maintaining library facilities rests with the Librarian supported by the library staff. The Library management System Koha provides numerous facilities to the customers. The library staff is professionally trained in the care and handling of library documents. Purchase of books and other resources are made as per the rules and regulations of Government, University and UGC. The library facilities are accessible to all students and Alumnae. Annual auditing, stock checking, pest management are properly executed. All cleaning and dusting of shelves, desks and computers is done daily by the library staff. The Librarian notifies the Principal regarding any major repairs or maintenance of materials. The Maintenance and utilization of library resources are done through strictly following the library rules.

ICT facilities- Computer facilities, LAN, internet and Wi-Fi

The institution has 15 computer labs. The institution has a Computer Infrastructure Maintenance Cell that provides maintenance service on an ongoing basis and also annual maintenance. This includes software installation, antivirus and up-



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gradation. The electronic gadgets like projectors, computers, printers, photocopiers are properly serviced and reused and thus minimize e-waste in the campus. Campus Wi-Fi (Bandwidth - 100Mbps (BSNL) and Jio Leased Line 10 Mbps) is also maintained.

The maintenance of Computers, ICT facilities in classrooms and networking is done by a team of technically skilled persons. All IT related systems shall be in good repair and maintained within 12 hours.

LINWAYS and MOODLE

Linways is a fully hosted cost effective and innovative learning management system which provides centralized and automated administration. It is a non-conventional method which supports collaborative learning, creating and delivering learning materials, generating reports, student notifications. Linways provides an effective solution for the dissemination of information and course materials. It also supports various interactive media like document sharing, video representation, file sharing, searching, digital library services.

The institution maintains contract with Linways Technologies Private Limited. The Linways features include Course material distribution, Leave Management, Attendance Marking and Report Generation, Timetable Management, Publish Marks and Performance Analysis, Online examinations, Online Feedbacks, SMS and Mail Alerts.

MOODLE: MOODLE is another Learning Management System that is utilized by the Institution on yearly contract



Transport facilities: There are three college buses that assist students' transportation from various parts of the District supported by three drivers and support staff. This service centrally monitored by the Bursar of the College.

Sports, Games and Fitness

The College has an indoor stadium, playground, basketball court, Fitness Centre, Outdoor Gym, and International Aquatic Complex. The maintenance responsibilities of these facilities rest with the faculty of Physical Education supervised by Bursar.

International Aquatic Complex: Regular maintenance and water purification through chlorination is done.

Electrical and Plumbing: A team of electricians look into the maintenance of electrical devises. Annual checkup of all electrical equipment for its efficiency and safety, day to day repairs etc are done on a systematic manner. The team also provides support in the area of light and sound especially during meetings, seminars, conferences, cultural events in the seminar Halls and auditorium.

Solar Power System: The 100KWP off grid solar panel is maintained by an agency that includes weekly cleaning of panels.

Website: The college website is regularly updated and maintained by a team of faculty members and supported by an external agency.

Maintenance by external agencies: CCTV Cameras, UPS, Air Conditioners and Lifts, fire safety equipment are maintained in collaboration with experienced agencies with annual contract.

Maintenance workshop: A workshop that consists of all the cutting and welding facilities, basic carpentry, storage for sanitary tools etc is in the campus.



Reporting for Maintenance -

- (i) Any facility, utility, equipment, furniture found in need of repair may be reported by faculty or administrative staff using online maintenance request form
- (ii) Emergency repairs could also be reported directly to Bursar

The Bursar investigates the requests on a daily basis and allocate maintenance team to address the request. A completion report will be maintained by the person who does the maintenance.


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