MES MAMPAD COLLEGE
(AUTONOMOUS)
(Accredited by NAAC with A grade)
Affiliated to University of Calicut

Institutional Policy

Maintenance Policy

INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

Objectives

- To provide cutting-edge infrastructure for the college's curricular, co-curricular, extracurricular, and administrative demands.
- To ensure that stakeholders receive the advantages of effective infrastructure use.
- To organise the distribution and use of resources, such as classrooms and seminar halls, auditorium, indoor stadium, gymnasium, open stage, stadium, library, and laboratories.
- To prevent improper administration of college facilities and services.

Scope

The continuous expansion of higher education institution depends up on the creation of its developed infrastructure. The new infrastructural development aims to adhere the vision and mission of the College.

General Infrastructure

- ❖ The new infrastructure demand, brought up by numerous stakeholders, will be considered at several levels of authority, including the College Council and College Management Committee. Once accepted, it will be carried out by the principal's office.
- ❖ The duly signed requests of head of the department regarding new purchases have to be submitted to the principal.
- ❖ A common stock register of all the departments and laboratories is kept under the custody of staff coordinator and annual stock verification has to be done under his coordination.
- ❖ The management will delegate technicians, masons, plumbers, carpenters, and painters to maintain the college's infrastructure.

Class Rooms, Seminar Halls and Auditorium

- ❖ The Management has entrusted a staff member in charge of the office to look after the classrooms, furniture, and other items as well as to guarantee the safety and security of the entire campus.

- ❖ The academic facilities must undergo a recurring examination by the department heads to determine what their respective Departments need in terms of repairs and upkeep.

- ❖ The College office maintains a Complaints Register for staff and students to submit complaints about the upkeep and cleanliness of the infrastructure.

- ❖ The College Grievance Redressal Cell is another channel through which complaints can be made. It meets monthly to monitor the complaints and their follow ups.

- ❖ The management has hired housekeeping workers to take care of campus cleanliness.

IT Infrastructure

- ❖ All staff members and students have access to the IT infrastructure facilities. On the direction of the HOD or other authority, the technical assistant and team at the college install and maintain IT hardware.

- ❖ The regular processes for assigning and managing computer systems must be informed of by the lab assistants to the department head.

- ❖ The Department Head is responsible for informing the Technical Assistant selected by the Manager of the need for system repairs and monitoring whether prompt action is done.

- ❖ The technical assistant will be responsible for the maintenance and repair of the Internet and Wi-Fi facilities for the entire campus.

- ❖ A stock register and a complaint register have to be kept in the computer labs and have to be routinely reviewed by the head.

Laboratories

- ❖ The laboratories are maintained by the lab assistants.

- ❖ The Head of the Department must notify the office when maintenance tasks are required.

- ❖ All faculty, students, staff, and visiting scholars should adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous environments.

- ❖ Students are not permitted to remain in the lab without the supervision of a laboratory staff.

- ❖ The lab staff should be notified as quickly as possible of any injuries, mishaps, spills, or breakages.

Sports Infrastructure

- ❖ The head of the physical education department is in charge of using and maintaining the sports infrastructure appropriately.
- ❖ The department must maintain a stock register of the sporting goods and execute an annual stock verification.
- ❖ The use of the College's sports facilities by anybody other than MES Mampad College's students require prior written authorization from the Principal, Manager and Head of the department.

Library

- ❖ The Library Advisory Committee is responsible for developing the policy for the use, maintenance, and expansion of the library's facilities.
- ❖ The librarian is responsible for seeing that the library policy is followed.
- ❖ The librarian has to validate the entry of new volumes into the stock register.
- ❖ The librarian has to inform the Principal in writing of the need for infrastructure expansion and repair.

Hostel Infrastructure

- ❖ Principal will be the warden of all hostels. A deputy warden nominated by the warden will reside in the hostel and will be in charge of the hostel.
- ❖ The Hostel Committee, which consists of the Manager, Principal and a teacher as Deputy Warden will oversee administration by formulating rules and regulations for the hostel's discipline and mess management.
- ❖ When it comes to upholding the code of conduct of the hostel, the warden must exercise vigilance.
- ❖ The Warden is responsible for doing routine hostel infrastructure repairs.
- ❖ The hostel office must maintain an admission record, complaint book, and movement register, and entries must be evaluated.