



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai.
Recognized by DBT under Star College Scheme, Ministry of Science and Technology, Govt. of India.

An Autonomous Institution Affiliated to Alagappa University, Karaikudi.
Accredited by NAAC with "A" Grade [CGPA:3.16] & ISO 9001:2015 Certified Institution.
Recognized by UGC under 2(f) & 12 (B).
Kilakarai - 623517, Ramanathapuram District

MAINTENANCE POLICY

The College has an excellent infrastructure facilitating a conducive teaching and learning environment. The Management Committee foresees the needs and requirements of the college in consultation with the Principal and other office in charges of various facilities. An annual budget is prepared for allocating funds for maintaining and utilizing the infrastructure facilities and the same is forwarded to the office concerned for effective implementation. The action taken by the officers are reviewed periodically.

Objectives of the Policy:

- To identify and implement highest standards for clean and tidy environments, and for security and to provide the necessary facilities needed by staff and students.
- To ensure proper maintenance of all physical, academic and support facilities in the campus.
- To undertake repairs/replacements of equipment.
- To review the conditions of infrastructure and other facilities.
- To provide a safe and green campus in accordance with environmentally conscious initiatives.

Procedure:

Classroom maintenance:

- The IT maintenance team and the in-house technical support team maintain ICT equipment in the classrooms that include LCD projectors, audio/PA systems and interactive touch panel smart boards.
- All furniture in the classrooms are regularly checked for quality and durability.
- All classrooms are swept and mopped every day.
- Dustbins are placed inside classrooms and are emptied everyday by the support staff.

Principal
Thassim Beevi Abdul Kader
College for Women, Kilakarai.



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Maintenance of Laboratories, Learning centre and studios:

- Faculty members are welcomed to give inputs for developing laboratory facilities, and faculty often play a key role in introducing experimental setups/ instruments/ upgrading of computer software/ computer control of machines or processes in correspondence with the introduction of new courses or revision of curriculum.
- Periodic stock verification, maintenance, repair and re-calibration of apparatus / equipment are carried out by the department when necessary.
- A list of all chemicals present is regularly updated and safe disposal of chemicals is ensured.
- Students are educated on equipment handling and utility of the apparatus before commencement of the work.
- All lab work is done with faculty assistance and supervision.
- Students are asked to return the tools promptly after usage without any damage.

Maintenance of computers:

- All the computers in the college are covered under antivirus protection.
- Lab assistants, system administrator and lab faculty in charge oversee all lab systems.
- Technical issues in the lab are handled by the lab assistants.
- Major networking issues and Operating system failures are restored by System Administrator.
- Cleaning and servicing of all lab computers are done on a regular basis.
- Regular maintenance of UPS and monitoring of battery levels are done.

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Library maintenance:

The Library staff performs a number of tasks on daily basis for ensuring smooth functioning of the library. Routine work at the library consists of:

- Shelving and organizing the books and other library material in the designated area.
- Organizing the stack areas, reading spaces and all the Digital Resource centre.
- Coordination with the IT team to oversee effective utilization and upkeep of the Digital Resource centre.
- Collection of fines for overdue books and remittance of the same periodically to the Accounts Department of the college.
- Annual stock-taking and weeding.

Maintenance of Sports ground:

- The sports ground is kept tidy and clean by periodic maintenance tasks.
- Any overgrowth is removed or trimmed at the earliest.
- Effective measures should be in place to avoid water stagnation in the ground.
- Scheduled practice time is allocated for sports students.
- A log register is maintained for usage of sports equipment.
- In case of injury during sports/ PT sessions, the respective faculty in charge organizes for medical help.

Maintenance of cafeteria:

- The cafeteria staff shall adhere to the hygiene and sanitation standards and this periodically monitored through quality analysis.
- The college monitors the pricing options at the cafeteria to ensure affordability.
- Plastic cups are banned in the cafeteria as part of embracing sustainable and environment friendly practices.
- Littering is avoided by placing bins at easily accessible spots.
- Washbasins are provided for use of students and staff in the cafeteria premises.

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