



MAINTENANCE & UTILISATION POLICY

Maintaining a college with adequate infrastructure is essential for providing a conducive learning environment and ensuring the smooth functioning of various facilities. The college maintenance policy outlines the strategies, procedures, and responsibilities involved in the upkeep and preservation of the college's infrastructure, including buildings, classrooms, laboratories, grounds, equipment, and other assets. The classrooms and lecture halls are sufficiently ventilated, provided with an adequate number of tables, chairs, white boards, ceiling fans and LED lamps. Smart Android TVs are installed in 39 classrooms.

PHYSICAL INFRASTRUCTURE MAINTENANCE

The college has appointed a full-time faculty member responsible for maintaining the physical infrastructure of the campus, which includes electrical and plumbing systems, lighting and sound equipment, power and water supply, and other related aspects. This faculty member works under the guidance of the College Administrator.

- ❖ An 125 KVA generator is provided on the campus to ensure uninterrupted power supply. The generator undergoes regular servicing and maintenance to ensure its optimal performance.
- ❖ Water purifiers are installed in various areas of the campus and undergo regular checks to ensure effective filtration and provide safe drinking water.
- ❖ Scheduled inspections are conducted to assess the condition of buildings, classrooms, laboratories, libraries, sports facilities, and other areas. These inspections help identify any maintenance or repair needs, safety hazards, or potential improvements.
- ❖ For day-to-day maintenance, cleaning staff members have been appointed to ensure that the campus remains neat and clean.
- ❖ The college has designated a project engineer and supervisor responsible for overseeing building maintenance. Any maintenance requests are to be submitted through the project engineer, who will coordinate and ensure their timely completion.
- ❖ The college has an existing MoU with a third party to maintain the proper managing of E-waste also college has Bio-gas plant to maintain biodegradable waste

LABORATORY MAINTENANCE

The institution has 12 laboratories, and each lab is managed by the respective faculty members along with the assistance of lab assistants. They are responsible for maintaining the stock of instruments and consumables in the labs. In case of any maintenance required for the labs or lab equipment, the head of the department informs the administrator. Upon approval from the principal, the necessary repairs are carried out by technicians from the respective company.

- ❖ Under the supervision of the Head of Department (HoD), the technician in charge performs regular maintenance work according to the maintenance schedule.
- ❖ The maintenance schedule is subsequently recorded in the maintenance register. Consumables are verified at the beginning of every semester.
- ❖ At the end of the semester, the maintenance work is cross-checked by the faculty in charge and the HoD.
- ❖ System maintenance in the laboratories is conducted based on the needs identified.
- ❖ UPS maintenance is also performed periodically and, when necessary, is promptly addressed.

CLASS ROOM MAINTENANCE PROCEDURE

- ❖ The classrooms are well furnished, and the desks and benches are well organized.
- ❖ The black board is cleaned after each session by the respective faculty member, and it is further cleaned with water in the evening by an attendant on a daily basis.
- ❖ The classrooms are cleaned everyday by the cleaning staff.
- ❖ Students are instructed to dispose of waste in the trash can.
- ❖ For electrical faults in fans, tube lights, furniture, or the whiteboard, the student representative will report the grievance through correspondence to the class in charge. The class in charge will then forward it to the Principal after verification by the HoD.
- ❖ The smart TVs in the classrooms are ensured to be turned off when the teachers leave the classroom every hour.
- ❖ Additionally, the students themselves are responsible for turning off the lights and fans in the classroom when they leave.

LIBRARY MAINTENANCE

Research plays a pivotal role in the academic endeavours of students and faculty members in colleges and universities. The library at Al Jamia arts and science college Perinthalmanna ensures that its collection of books caters to the diverse needs and interests of the academic community, fostering intellectual curiosity and facilitating learning. The library currently houses more than 11000 books, with an annual growth of 500 titles. It boasts computerized indexes and catalogues, subscribes to 15 journals and 4 newspapers, provides internet access, digital resources, and offers ample study space. The library comprises stacks and a reference section,



Al Jamia Arts and Science College,
Perinthalmanna

