# SREE NARAYANA COLLEGE
## KANNUR

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

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# CRITERIA IV

## 4.4. Maintenance of Campus Infrastructure

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P.O. THOTTADA, KANNUR - 670 007, KERALA, INDIA

(Affiliated to Kannur University)

NAAC Re-Accredited with 'A' Grade, (CGPA: 3.04), Established in 1960

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## MAINTENANCE POLICY FOR ACADEMIC AND PHYSICAL FACILITIES

### Introduction:

The maintenance policy at S N College outlines the protocols for the upkeep and efficient management of academic and physical facilities. The goal is to ensure a conducive environment for teaching, learning, and research while safeguarding the infrastructure to meet institutional and student needs.

### Objectives:

1. **Ensure Proper Maintenance of Academic and Physical Facilities:**
   - Maintain all academic facilities such as classrooms, laboratories, libraries, and ICT resources to ensure they remain functional, safe, and updated.
   - Ensure the upkeep of physical facilities such as buildings, sports grounds, hostels, and common areas.

2. **Sustain Quality in Educational Infrastructure:**
   - Provide high-quality, well-maintained classrooms, laboratories, seminar halls, and other academic spaces for effective teaching and learning.
   - Ensure timely upgrading and repairs to ICT infrastructure to support modern pedagogical approaches.

3. **Promote Sustainable Maintenance Practices:**
   - Integrate eco-friendly, energy-efficient practices in the maintenance of facilities.
   - Encourage waste reduction and resource optimization in day-to-day operations.

## Scope:

This policy applies to the maintenance of:

- Academic spaces (classrooms, laboratories, seminar halls)

- Library and digital resources

- ICT facilities (computer labs, projectors, internet, etc.)

- Administrative spaces

- Physical infrastructure (buildings, sports facilities, hostel, parking areas)

- Sanitation, water, and electrical systems

## Policy for Maintenance:

## 1. Academic Facilities:

### Classrooms and Seminar Halls:

- **Upkeep:**
  - Regular cleaning and sanitization of classrooms, seminar halls, and conference rooms.
  - Ensure seating arrangements, furniture, lighting, and ventilation are maintained.
  - Whiteboards, projectors, and interactive boards should be inspected regularly for functionality.
- **Repairs:**
  - Address minor issues such as broken furniture or faulty electrical outlets immediately.
  - Report any major issues like structural damage to the college management for prompt action.

### Laboratories:

- **Routine Maintenance:**
  - Weekly inspections to ensure lab equipment is functional and safe.
  - Proper waste disposal of chemical and biological materials following safety protocols.
  - Annual calibration of instruments and tools to ensure accuracy.

- **Repairs and Upgrades:**
  - Immediate repair or replacement of damaged or outdated equipment.
  - Procurement of new equipment or technology in response to evolving curriculum demands.

**Library and Digital Resources:**

- **Maintenance of Physical and Digital Resources:**
  - Regular inventory checks to ensure availability and condition of books and resources.
  - Ensure digital library systems (e.g., Koha) are updated regularly for smooth functioning.
  - Physical books must be re-shelved properly, and damaged books should be repaired or replaced as needed.
- **ICT Infrastructure:**
  - Periodic checks on computers, printers, and scanners for proper functioning.
  - Regular maintenance of internet connectivity, routers, and access points to ensure seamless access to digital resources.

## 2. Physical Facilities:

**Buildings and Classrooms:**

- **Structural Maintenance:**
  - Regular inspections to identify structural issues like cracks, leaks, or plumbing concerns.
  - Undertake repainting, plumbing, and masonry work annually or as needed.
- **Electrical and Lighting:**
  - Periodic checks on electrical systems to prevent overloading, short circuits, or fire hazards.
  - Ensure all lights, fans, and electrical devices are in working condition and replace any malfunctioning units.

**Sanitation and Cleanliness:**

- **Cleanliness Protocols:**
  - Daily cleaning of all classrooms, laboratories, restrooms, and common areas.
  - Regular sanitization of high-traffic areas and restroom facilities.

- - Ensure availability of cleaning staff during working hours for immediate action on cleanliness concerns.
- **Waste Management:**
  - Adequate disposal systems for regular waste, hazardous materials, and e-waste should be in place.
  - Promote recycling and waste segregation practices across the campus.

## Sports and Recreational Facilities:

- **Maintenance of Grounds and Equipment:**
  - Regular upkeep of sports grounds, courts, and gymnasiums.
  - Ensure sports equipment is in usable condition and stored properly when not in use.
  - Conduct periodic maintenance of gym equipment and safety checks.
- **Upgrading Sports Infrastructure:**
  - Address wear and tear in sports surfaces and ensure timely resurfacing.
  - Develop a schedule for regular inspection and replacement of equipment.

# 3. ICT Facilities:

## Computer Labs and Network Infrastructure:

- **System Maintenance:**
  - Weekly checks of all computers, servers, and network systems.
  - Regular software updates and antivirus protection for all systems.
- **Repairs and Troubleshooting:**
  - Assign a technical team to troubleshoot IT-related issues and resolve them promptly.
  - Ensure backup systems for critical data are operational.

## Wi-Fi and Internet:

- Regular monitoring of Wi-Fi access points and modems to ensure uninterrupted internet services.
- Coordinate with Internet Service Providers for timely troubleshooting of connectivity issues.

## 4. Energy and Water Management:

**Energy Efficiency:**

- **Routine Maintenance:**
  - Regular checks of electrical equipment like fans, lights, and air-conditioning systems for efficient energy use.
  - Encourage the use of energy-efficient lighting (LEDs) and equipment across campus.
- **Energy Conservation Initiatives:**
  - Promote the use of renewable energy sources like solar panels where feasible.
  - Ensure lights and electrical appliances are turned off when not in use.

**Water Management:**

- **Water Supply Maintenance:**
  - Regular inspection of water supply systems, ensuring no leaks or water wastage.
  - Timely maintenance of rainwater harvesting systems.
- **Wastewater and Sewage Systems:**
  - Ensure proper functioning of drainage systems and sewage treatment facilities.
  - Maintain hygiene in water storage systems and ensure regular cleaning.

## Maintenance Responsibilities:

1. **Facility Management Team:**
   - The college's facility management team is responsible for the overall maintenance of both academic and physical infrastructure.
   - Develop annual maintenance schedules and conduct regular inspections.
   - Coordinate with vendors and service providers for specialized repairs and upgrades.
2. **Staff and Faculty:**
   - Report maintenance issues in classrooms, labs, or common areas immediately.
   - Ensure that laboratory safety guidelines are followed for maintenance of equipment and hazardous material disposal.
3. **Students:**
   - Students must respect and responsibly use the academic and physical facilities.
   - Report any facility-related issues (e.g., broken furniture or equipment) to faculty or administrative staff.

## Review and Monitoring:

- An annual review of maintenance activities will be conducted to assess performance and identify areas for improvement.
- A dedicated budget for maintenance will be allocated each year to ensure timely action.

This policy will be periodically updated to reflect new requirements and infrastructure developments.
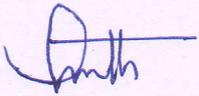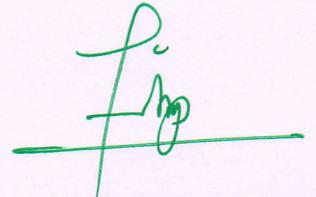
Dr. Anitha PK
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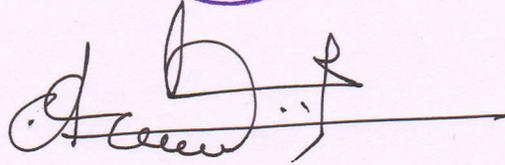
Arayakandy Santhosh
Management Nominee SN Trust Kollam

Principal
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