

## **Maintenance Policy**

The College has various committees which meet on a periodical basis to discuss the requirements regarding repairs and maintenance of infrastructure facilities. The various committees involved in the up-keeping of the facilities are:

- **Management team:** This comprises of Director and Secretary, Academic Director, Principal and Vice principal who involve in major decisions pertaining to maintenance and upgradation of various physical and academic facilities. The Management team meets on weekly basis.
- **General Maintenance team:** The College has a maintenance team headed by the Director and Secretary of the College. The maintenance supervisor coordinates the team and he is overall in charge of the maintenance of infrastructure. He is assisted by a carpenter, an electrician, a plumber and the support staff team. Besides regular maintenance work, any major repair or renovation work is reported to the Management team who in turn, outsource it to appropriate agencies. The General maintenance team meets on daily basis and undertakes the following work on regular basis.
  - The classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff.
  - The restrooms for boys and girls are cleaned twice a day.
  - Continuous flow of water is ensured in restrooms.
  - Refilling of sanitary napkin vending machines are done on regular basis.
- **Technical team:** The technical team is headed by the Director and Secretary of the College and 4 technical experts. The team ensures that all the technical facilities are maintained regularly for uninterrupted service. The technical team meets once in a fortnight and as and when need arises.
- **Internal complaints register** is placed in the administrative office and all the complaints regarding the infrastructure, technical faults in the projectors in the class room, electrical appliances is recorded in it and it is rectified by the concerned person in due course of time. The redressal of complaints is monitored by the Academic Director on weekly basis.

- **Usage of ICT facility in the department:** Optimum utilization of class room with ICT facility is ensured and a register is maintained in every department for booking ICT sessions by the faculty.
- **Website Committee:** The website committee is headed by the Academic Director and assisted by faculty from Visual Communication and English departments. This team manages and monitors the uploading of information on the college website on a regular basis.
- **Venue booking system:** Booking for various venues such as conference halls, preview theatre, laboratories and auditorium is done through online booking at [venue.patriciancollege.ac.in](http://venue.patriciancollege.ac.in)
- **Green and Healthy Environment:** The college has a team of efficient and experienced gardeners to maintain the flora in the campus. Seasonal and herbal plants are nurtured for green and healthy environment. The College also maintains a poultry and cattle farm.
- **Classroom Maintenance:** The Central Maintenance team is in charge of classroom maintenance. The rooms are cleaned twice a day after every shift. Repair and maintenance of assets are undertaken on need basis.
- **Laboratory Maintenance:**  
The Coordinator of the computer centre along with a technical team monitors the use and maintenance of the computer labs in the college. A log notebook is maintained by the lab coordinator which has details of stock in the laboratory, and student's access to the lab is also recorded with the details of in time and out time. The Language lab, Commerce lab, and Psychology lab are maintained by the faculty of the respective departments.
- **Library Maintenance:** The library is maintained by the library committee headed by the librarian. He is assisted by a staff as well as a support staff. Separate log is maintained for students and faculty to record the daily library footfall. The librarian maintains the accession register and also the files pertaining to the purchase of books and renewals of periodicals and e resources.
- **Sports facilities:** The sports facilities are maintained under the supervision of the Physical Director and Physical Directress. They are assisted by a support staff assigned to the Physical Education department. The field used for track and field events is regularly

mowed and maintained for regular practice and conduct of interdepartmental and intercollegiate competitions.

- **Security Measures:** The campus is widely covered through CCTV surveillance which is maintained by the IT wing of the college. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff.
- **Fire Extinguishers:** 27 fire extinguishers are in place and refilled on regular basis. Overhead water tanks in Block A, B and D with a capacity of 5000 liters each are connected to hoses which are available to meet any unforeseen contingencies.
- **Power supply:** A generator of 250 kVA power and 60 Solar panels which generates 15 kVA powers is installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.
- **Student Facility Centre:** A canteen spread over an area of 1015 Sq Ft with separate cooking area facilitated with gas pipelines and service areas, caters to the need of the students. An Aavin parlour in an area of 205 Sq Ft is also available with photocopying facility. A separate service counter in an area of 210 Sq Ft is made entirely available for girls. A students Common Area is in place for students to gather for various informal activities. Quality check of the canteen is undertaken periodically by Students Affairs Committee and Action Taken Report is shared with students.
- **Faculty Cafeteria:** A separate dining space exclusively for faculty is available in an area of 735 Sq Ft. The cafeteria is furnished with adequate seating arrangements, a television and indoor games.
- **Outsourced maintenance activities:**
  - Maintenance of A/Cs, R.O plant, lifts and computers is done from time to time.
  - Pest control measures are undertaken as and when required.
  - Sanitary napkin disposal machine is serviced periodically