

ST. JOSEPH COLLEGE OF TEACHER EDUCATION FOR WOMEN,
ERNAKULAM

INFRASTRUCTURE MAINTENANCE POLICY DOCUMENT





INFRASTRUCTURE MAINTENANCE POLICY

Maximizing the utility of the material resources available for the good of the society is the guiding principle of the Infrastructure Maintenance policy of St Joseph College of Teacher Education for Women. SJCTEW Infrastructure Maintenance Policy Document outlines the procedures to be followed in maintaining, utilizing and sharing the physical, academic and support facilities.

Objectives

The objectives of the Infrastructure Maintenance Policy are the following:

1. To ensure that the infrastructure maintenance and upgradation is in keeping with the Government regulations, building codes, and safety standards.
2. To ensure the longevity in the working condition of equipment's and maintenance of assets without damage.
3. To ensure that all the assets are maintained properly and the repairs and replacements are made as per the needs.
4. To promote energy-efficient infrastructure maintenance practices and the use of sustainable materials to reduce environmental impact
5. To be cost effective and economical by preventing unnecessary expenditure incurred by absence of planned and judicious decision making.
6. To ensure transparency and accountability by maintaining proper records of maintenance activities, expenses, and work order.





Procedure Adopted

Sharing of Resources

1. To provide the infrastructure facilities like the seminar halls and auditorium as well as classrooms for the conduct of programmes by the Vimala Educational Trust, Mahatma Gandhi University Evaluation Camp and Model school, but these programmes should not intervene with the normal functioning of the college.
2. The playground of the college to be shared with the Model school.
3. The Library facilities to be open to the PG Students and Research scholars from outside institution free of cost
4. The vehicle parking area of SJCTEW is to be made available for the staff of the Model school too

Maintenance of Resources

5. AMC to be signed for maintenance of ICT Resources like ICT smart classrooms and CCTV cameras Wi-Fi facility, website etc.
6. A record of all tools, equipments, machineries and other things which are in working condition and removed to be kept under the supervision of Bursar.
7. Workers for carpentry, electricity, water and plumbing system and ICT facilities are to be made available in the institution according to the needs
8. Any kind of repairing and modification or alteration of equipment/furniture/utility found in need is to be reported to Bursar directly by the teachers or any other staff
9. The classrooms are to be properly maintained by students and the teacher in charge of the class.





10. At the end of the each academic year the class in charge must make an audit of the furniture/equipment and utility of the classroom entrusted to her and must report to the bursar about any modification, alteration, repair or replacements to be made.
11. Before the commencement of each academic year, management must ensure that the classrooms are properly maintained and furnished.
12. Complaints regarding any leaks or blocks of wash areas and toilets used by student and staff must be immediately reported to the bursar.

Purchase of resources

13. The Library committee to decide upon the purchase and upgradation of Library Resources.
14. All equipment for the science/psychology laboratories is to be purchased from standard scientific companies as per the norms by the government.
15. In the beginning of the Month of March the optional teachers must decide and upgrade the equipment and materials required for the respective labs
16. Cash transactions are not allowed for purchases of Equipment's beyond Rs.10000
17. For repairs and upgradation of Infrastructure which would require less than Rs 50,000 can be made with the approval of the finance um Purchase committee but for more than Rs.50000 , permission from the Management Council to be sought
18. Purchase of Energy saving and STAR rated devices to be promoted.

