ALPHONSA COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam

POLICY DOCUMENT

INFRASTRUCTURE MAINTENANCE AND SHARING POLICY

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AND SHARING POLICY

The objective of the policy is to ensure the sustainable and strategic maintenance and enhancement of the infrastructure, academic, and library facilities at Alphonsa College Pala, supporting the holistic development of academic, co-curricular and extracurricular activities.

Scope

This policy covers all physical and academic facilities within the campus including classrooms, laboratories, library, computer centers, sports facilities and other support services.

Management and Maintenance of Academic and Support spaces

Academic Facilities

1. **Classrooms and Teaching Aids**

- Each department is responsible for the regular upkeep of their classrooms through scheduled maintenance.

- Conservation efforts are actively promoted, encouraging prudent use of electrical amenities to foster an energy-efficient campus culture.

- Regular preventive maintenance and repair is conducted to ensure all classroom facilities are in optimal condition.

- Install and maintain state-of-the-art teaching aids such as smart boards and projectors. Regularly upgrade audio-visual systems to support dynamic teaching methods.

2. **Laboratories**

- Laboratories are maintained by lab staff and ensure all equipment undergoes routine checks and maintenance, adhering to the safety and operational standards.

- Proper protocols are followed for the disposal of all waste types ensuring compliance with ecological best practices.

- Annual stock updation and check-up is mandatory to assess the condition and functionality of all lab equipment. Replace or repair outdated or malfunctioning equipment as needed.

- Keep laboratory technology up-to-date with the latest advancements to facilitate cutting-edge research and educational practices.

3. **IT Facilities**

- Maintain and upgrade computer hardware and software to meet the needs of students and faculty. Ensure that all IT facilities have security software installed.

- Provide robust and reliable internet connectivity throughout the campus.

- The college promotes the reduction of paper usage by advocating for digital communication and documentation across all departments.

4. **Seminar Hall**

- Management of seminar hall is tasked to specific staff members responsible for their scheduling, upkeep, and the provision of necessary technological support.

- A detailed usage log is maintained to ensure these resources are utilized effectively and are accessible to all educational and extracurricular initiatives.

Support Facilities

1. **Library**

- A structured acquisition process is in place led by Librarian.

- An introduction to library services and regulations is part of the induction for incoming students, complemented by continuous feedback mechanisms to adapt services to user needs.

- Systems are in place to guarantee the timely return of borrowed materials, essential for maintaining resource availability and order.

- Take measures to expand the library's physical and digital resources and improve the automation of library operations to enhance user experience and accessibility.

- Regularly review and update the library collection to support the evolving academic and research needs of the college community.

- Maintain a clean, dust-free, and well-organized library environment to ensure the preservation of materials and comfort of users.

- Periodically upgrade library facilities, including furniture, lighting, and layout to enhance usability and accessibility.

2. **Sports Facilities:**

- Regular inspections and maintenance conducted by the Physical Education Department ensure that sports facilities remain safe and inviting for all users.

- Tailored mentorship and coaching are provided to optimize student engagement and performance in sports activities.

- Regular maintenance is scheduled of sports fields and courts to ensure they are safe and playable. This includes ground management, court resurfacing, and proper marking.

3. **Campus and Environment**

- Our green spaces are diligently cared for by our ground staff, with periodic contributions from the student body fostering environmental responsibility.

- Maintenance staff ensure that common areas remain pristine and welcoming, with all facilities adhering to accessibility standards to accommodate every member of our community.

- Surveillance systems closely monitor to provide a safe and organized campus environment.

- Administrative committee collaborates closely with all stakeholders to monitor the effectiveness of all maintenance operations.

- Conduct annual structural assessments to ensure all buildings comply with safety standards. Prioritize repairs and renovations based on these assessments to maintain structural integrity.

- Implement initiatives such as solar panels and LED lighting to promote energy efficiency and reduce the college's carbon footprint.

Usage Policy

- Implement a booking system for facilities like seminar halls and auditoriums to streamline the process and ensure fair usage.

- Establish clear guidelines regarding the access and proper use of all facilities to prevent misuse and ensure equitable availability.

- Encourage a culture of responsibility and cooperation among all users to maintain the quality and cleanliness of the facilities.

Implementation and Monitoring

- The College Administrative committee oversees the implementation of these policies, ensuring alignment with the college's strategic goals.

- Regular audits and reviews to be conducted to assess the effectiveness of the maintenance strategies and make necessary adjustments.

- Develop mechanisms for receiving and incorporating feedback from students, faculty, and staff regarding the usability and condition of facilities.