

## **Maintenance Policy**

- **Management team:** This comprises the Director and Secretary, Academic Director, Principal and Vice principals who involve in major decision-making pertaining to maintenance and upgradation of various physical and academic facilities. The Management team meets on a weekly basis.
  
- **General Maintenance team:** The College has a maintenance team headed by the Director and Secretary of the College with the maintenance supervisor coordinating with the team as the overall in charge of all facilities. He is assisted by a carpenter, an electrician, a plumber, a gardener and the support staff team. Besides regular maintenance work, any major repair or renovation work is reported to the Management team who outsource it to appropriate agencies. The General maintenance team meets on a daily basis and undertakes the following work on a regular basis. An Infrastructure maintenance register is maintained to receive inputs regarding infrastructural repairs, technical faults in the projectors in the classroom and electrical appliances are recorded in it and rectified by the concerned team immediately. The Director directs the team and oversees the maintenance.
- The classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff before and after working hours.
- The boys' and girls' restrooms are cleaned twice a day. Continuous flow of water is ensured in the restrooms.
- Refilling of sanitary napkin vending machines are done on a regular basis
  
- **Technical Team:** The technical team is headed by the Director and Secretary of the College and assisted by 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 website, software and ERP-related complaints are redressed. The ERP team looks into the redressal which is addressed by the Outsourced Technical Team whenever a need arises.
- **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 using ICT facility 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. Scroll messages are posted daily for any academic updates.
- **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). This user-friendly application ensures venue availability and booking events internally allowing smooth functioning of events across departments.
- **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. Vermi-Compost pit and nursery are maintained on a regular basis. The Enviro Club also anchors events towards this cause.
- **Classroom Maintenance:** The Central Maintenance team is in charge of classroom maintenance. The rooms are cleaned twice a day. Repair and maintenance of assets are undertaken on a 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 containing details of laboratory stock, and students' use of lab with start

and end times. 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 team of staff and student volunteers. The whole administration related to entry of students/staff, transaction, etc. are maintained by RFID technology. The record is also maintained using the software. The Librarian maintains the files pertaining to the purchase of books, renewals of periodicals and e-resources. Annual stock-taking is done to apprise the Management on the accurate record of library resources. Yearly purchase of books as suggested by the Departments is done and funds are allotted by the Director and Secretary.
- **Sports facilities:** 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 sports competitions.
- **Security Measures:** The campus is widely covered through 224 CCTV surveillance cameras which are 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. Besides, Police personnel from the neighbouring police station patrol around the campus every day.

A road is laid from the entrance to all the academic blocks, ground and the parking lot allowing free vehicular movement. Markers are put at strategic locations for easy access. A campus guide map is placed at the entrance gate for the ease of new visitors to campus.

- **Student Facility Centre:** A canteen spread over 1015 Sq Ft with separate cooking area facilitated with gas pipelines and service areas, caters to the need of the students. An Aavin parlour of 205 Sq Ft is also available. A Photocopier machine is also installed for student use. A separate service counter with an area of 210 Sq Ft is made entirely available for girls. A students' Common Area of 1540 sqft is in place for students to gather for

various informal activities. Quality check of the canteen is undertaken periodically by Students Affairs Committee and Canteen Inspection Committee. Action Taken Report is shared with students through the Student Council.

- **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.
- Closed Parking Lot for Faculty and Students vehicle parking is available. Closed and covered Car parking facility is available for faculty. Roads are laid and flooring done to ensure that up to 1500 two-wheelers can be parked. The entire parking lot is monitored via the CCTV.
- Solar panel is maintained by the Maintenance Team regularly.

#### **Outsourced maintenance activities:**

- Maintenance of ACs, 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.

#### **Covid-19 Protocols:**

The global pandemic of Covid-19 has slowed down the whole world. Considering the seriousness of Covid 19, the WHO and the governments of national and state along with health departments, have laid Covid-19 Protocols as detailed below;

- Face Covering
- Daily Health Screening
- Thermal Scanners
- Increased Sanitization and Hygiene
- Modified Layout and Seating
- Social Distancing
- Increased Signage and Direction

The above protocols are strictly followed in campus. The General Maintenance committee procures face masks and provides to all individuals periodically.

The college building, classrooms and especially water and sanitation facilities were cleaned and disinfected at least once a day, especially surfaces like railings, tables, sports equipment, door and window handles, teaching and learning aids etc.