



Patrician College of Arts and Science

Maintenance Policy

Patrician College of Arts and Science has implemented effective systems and protocols to ensure the adequate upkeep and utilization of its physical, academic, and support amenities. These encompass facilities such as libraries, sports grounds, laboratories, computer labs, learning centers, studios, classrooms, seminar halls, auditoriums, and related infrastructure.

Objective:

- To provide an enhanced and unhindered learning atmosphere for students by constantly taking care of maintenance work
- To develop and implement strategies to effectively maintain infrastructure and other related facilities
- To ensure that the maintenance requirements are satisfied in due time and plan preventive repairs

Roles & Responsibilities of Patrician Maintenance and Monitoring Committee (PMMC):

- Develop action plans and consistently evaluate the condition of infrastructure and other facilities, adopt new and improved methods and procedures for maintaining facilities, aligning with the evolving needs of all stakeholders
- Establish and enforce the highest standards for cleanliness, security, and provision of essential facilities for both staff and students.
- Maintain all physical, academic, and support facilities within the campus to ensure their proper functioning and to address any equipment repairs or replacements as needed.
- Collaborate, approve, and execute maintenance and enhancement plans for physical, academic, and support facilities across the campus.
- Oversee all maintenance activities and conduct annual audits of infrastructure covering physical, academic, and support facilities.
- Educate teaching and non-teaching staff as well as students about the importance of actively participating in the responsible upkeep of campus facilities.
- Ensure continuous cleanliness, tidiness, and security of the campus environment and maintain stock records for laboratories and learning centers, regularly auditing them.
- Implement and supervise Annual Maintenance Contracts (AMCs) for all equipment.



The Routine work of the Maintenance Support Team

- The administrative rooms, classrooms, staff rooms, labs, library and other common areas are cleaned by the support staff before and after working hours.
- The boys' and girls' restrooms are cleaned twice a day after break and after the close of the day. Continuous availability of water in all restroom is ensured.
- Refilling of sanitary napkin vending machines are done on a regular basis.
- The Maintenance team cleans the classroom on a daily basis. . Repair and maintenance of assets are undertaken on a need basis.
- An Infrastructure maintenance register is placed in the Director's Office to register complaints from staff, student council and representatives. The committee resolves the complaints registered within two to seven working days. The work completed status is recorded

Best Practices for a Clean and Sustainable Campus

Cleaning and Sanitation Practices:

- Maintain cleanliness in corridors, open spaces, lawns, seminar halls, laboratories, learning centers, and studios through regular cleaning routines.
- Corridors are mopped with disinfectant and swept daily.
- Carpets are vacuum cleaned daily using suitable equipment.
- Doors, windows, and walls are cleaned using appropriate solutions, with frequent dusting to remove dust and pollutants.
- Outer surfaces of windows are extensively cleaned at least once a month, and any smudges or stains are promptly addressed.
- Fixtures such as lighting and wall decorations are regularly dusted, and air conditioning vents and sprinklers are cleaned and checked for functionality.
- Pest control measures are regularly implemented to keep the campus free from pests and mosquitoes.

Green and Healthy Environment:

- The College has an efficient team to maintain the flora in the campus. Seasonal and herbal plants are nurtured for green and healthy environment. A Vermicompost pit is maintained on a regular basis.
- The Enviro Club ensures SDG in all its initiatives. The club conducts audit at regular intervals and discards the waste under different categories namely E-waste, wealth out of well-being and segregation of waste.



- Trees are trimmed regularly and especially during monsoon season. Rainwater harvesting maintenance is done regularly and especially during rains to ensure water is harvested.
- Green cover is maintained during summer months to provide a cool green cover during summer month.

Waste Management:

- Color-coded dustbins for segregating waste are strategically placed across the campus, and students are educated about their use.
- Green dustbins are for biodegradable waste, blue for non-biodegradable waste, and yellow for paper and glass bottles.
- Bins are regularly cleaned, and their locations are consistent for the convenience of students and staff.
- Litter on the campus is monitored and promptly disposed. E-waste is carefully disposed through an outsourcing agency.
- Grey water is disposed as per the government regulations.

Water Conservation:

- RO water systems are installed to purify and conserve water resources.
- Students are educated about the importance of water conservation and responsible usage.

Energy Conservation:

- Solar power options are utilized efficiently, with regular maintenance of solar panels to maximize energy conservation.
- Students are educated on energy-efficient practices, and class representatives are given the responsibility of ensuring that lights and fans are switched off when not in use to minimize energy wastage.

Maintenance of Laboratories, ERP, Website and ICT Facilities:

- The introduction of new courses or curriculum revisions is accompanied by the implementation of computer software and control systems as necessary.
- Departments ensure periodic stock verification, maintenance, repair, and recalibration of apparatus and equipment.
- ICT facilities are maintained regularly. Interactive Panel Display, laptop, Wi-Fi, dongle, tab, and router hubs are maintained and regularly checked for efficiency by the IT Wing.



- All the sound systems and related equipment in the auditorium are maintained by the Maintenance Committee.

Lab Practices and Procedures:

- Students are educated on the importance of maintaining a professional attitude in lab settings, adhering to established procedures and policies.
- Lab activities are often integrated with lecture classes, allowing for discussions on the development, validation, standardization, and application of equipment and software.
- Students are encouraged to demonstrate punctuality, politeness, and helpfulness in lab environments, under the guidance and supervision of faculty.
- Ethical guidelines regarding lab work are strictly emphasized and adhered to, with faculty monitoring students' compliance periodically.
- Prior authorization is required for the removal of lab materials, and students are responsible for their safe return within designated timeframes.
- Any instances of harassment, discrimination, or inappropriate behavior within the lab are met with disciplinary action.

Maintenance of Computers:

- All computers on campus are equipped with anti-virus protection for security.
- Lab systems are overseen and maintained by lab assistants, system administrators, and faculty.
- Technical issues ranging from power and network problems to software installation and troubleshooting are addressed by lab assistants, with major issues handled by system administrators and external service engineers.
- The team ensures that all the technical facilities are maintained regularly for uninterrupted services. The technical team meets once in a month.
- Routine cleaning, servicing, and maintenance tasks are performed on lab computers, with junk and cache clearance to optimize performance.
- UPS maintenance and battery level monitoring are conducted regularly to ensure uninterrupted functionality.

Other infrastructure:

- Website Committee: The website maintained by the Media Studies team and server maintenance is done regularly. LED display at the College entrance is also maintained by the team.
- Sound Systems: All the sound systems and related equipment in the auditorium are maintained by the Maintenance Committee.



- Venue Booking System: Booking for various venues such as conference halls, preview theatre, laboratories and auditorium is done through online booking at the link <https://venue.patriciancollege.ac.in>. This user-friendly application ensures decentralized redressal of venue requirements. This ensures that venue availability is accessed by all stakeholders. Details of booking is automatically updated to the maintenance team and approved by the Principal and the Academic Director.
- ERP Maintenance: ERP Software is maintained by the ERP team and all complaints are resolved within 24 to 48 hours. The ERP team takes the backup once in seven days. The ERP system is dynamic according to the requirements of higher education and facilitates faculty and students. The system is improvised regularly to make it user friendly where the management, faculty, parents and students can retrieve data as and when required.

Library Maintenance:

- The Librarian is assisted by the staff and student volunteers. The administration related to entry of students /staff, transaction, etc. is done with RFID technology.
- A record of footfalls is also maintained using the software. Each department is given e-access to the availability of library books through ERP software.
- The books are kept organized in the shelves

Maintenance of Sports, Security, Cafeteria, Parking, Solar Panel Facilities**Sports facilities:**

- Sports facilities are maintained under the supervision of the Physical Director and Physical Directress.
- Sports equipment are often checked for wear and tear and new ones replaced from time to time.

Security Service Maintenance

- CCTV is maintained by the IT wing of the college so as to provide clarity in view with regards to security and safety of students.

Maintenance of Students/Faculty Cafeteria and Parking lot

- Student Facility Centre: Student Cafeteria and common room is maintained daily by the Support Staff to ensure hygiene. Canteen Maintenance Team inspects gas pipelines and service areas that caters to the need of the students. Garbage disposal instructions are given to the service provider and checked constantly by the team. Photocopier machine, used by students, is serviced from time to time and maintained. The Students Affairs Committee and Canteen Inspection Committee undertake quality check of the food provided by the canteen



periodically. Action Taken Report is shared with students through the Student Council.

- Faculty Cafeteria: Faculty cafeteria is well maintained to provide a relaxing atmosphere for the faculty.
- Parking Lot : Daily care is given for the maintenance of the parking lot. Lights and signs are replaced as and when repair is needed. A neat pavement is maintained for easy parking of two wheelers. Breakers are repaired due to constant use of vehicles by students. Trees and shrubbery are trimmed constantly to avoid damage to vehicle
- Covered Parking Lot : A designated covered parking lot is maintained regularly.
- Pavements : Open Air Theatre and other common areas are paved and maintained regularly by the Support Staff.

Solar Plant Maintenance

- Solar installations in 3 blocks are constantly maintained by the college and repair is undertaken by the Installation Company.

Outsourced maintenance activities:

- Maintenance of ACs, R.O plant, lifts and computers is done from time-to-time as per AMC policy.
- Pest control measures are undertaken as and when required.
- Sanitary napkin disposal machine is serviced periodically.

Health Protocols:

- All government health protocols are properly observed and notices placed for the same.
- The college building, classrooms and especially water and sanitation facilities are cleaned and disinfected regularly based on the health protocols issued by the Government. All surfaces like railings, tables, sports equipment, door and window handles, teaching and learning aids etc. are wiped and cleaned by the team.

Annual Stock Taking and Audit:

Physical inventory of all infrastructure, library, software, and related equipment are maintained by the College. Yearly audit and stock taking is undertaken to replace lost, worn out equipment. Software updates and licenses are renewed as when need arises. E waste is carefully disposed through an outsourcing agency.

**General Maintenance:**

- Masonry work, electrical, plumbing, gardening, disinfection work is undertaken as when a complaint is registered in the Maintenance Register. White washing is done as and when required. Also, wall panels and tiles are replaced when they chip off. Cobwebs are removed in a regular basis. All glass breakages are immediately repaired.
- Trees are trimmed regularly and especially during monsoon season. Rainwater harvesting maintenance is done regularly and especially during rains to ensure water is harvested. Green cover is maintained during summer months to provide a cool green cover during summer months. Grey water is disposed as per the government regulations.
- Every repair is undertaken immediately to provide optimum facility for students. Maintenance team works round the clock to ensure proper maintenance.