



CHEVALIER T. THOMAS ELIZABETH COLLEGE FOR WOMEN

(Affiliated to the University of Madras & Re-accredited by NAAC with Grade 'A')

POLICY FOR MAINTENANCE OF INFRASTRUCTURE

OBJECTIVES:

- To achieve optimum utilization of facilities
- To enable smooth functioning of support service facilities
- To reduce probabilities of accidents
- To provide guidance to all members.
- To use Resources based on needs of Education, Research and Administration
- To ensure the optimal usage of Resources like Laboratories, Sports Gym, Library and Classrooms inside the campus.
- To have an effective mechanism in place for the upkeep of the infrastructure and other facilities
- To have optimum utilization of the facilities in order to have effective and smooth functioning of the college.
- To prevent misuse and misconduct of Resources and Services
- To achieve timely up-gradation, replenishment, repairing and replacement of Resources and Services
- To set standardized maintenance and utilization procedures for Resources.

Policy Title: Policy for Maintenance of Infrastructure		
1	Brief Description of the Policy:	This policy defines the mechanism for Maintenance and Utilization of Computers Labs, Classrooms, Sports Gym, Laboratory Equipment and other Infrastructural facilities.
2	Policy Applies to:	Chevalier T. Thomas Elizabeth College for Women
3	Effective from	September 2020
4	Approved by:	Principal
5	Responsible Authority	Department HOD, Liaison officer
6	Superseding Authority	Principal
7	Reason for the policy	Seamless functioning of the college
8	References for the policy	University/ HRDC/ etc.



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Target Group :

- Management of the College
- Principal
- Teaching Staff
- Non Teaching Staff
- Campus Manager
- Students
- Parents
- Vendors

Procedures to be followed:

- Financial Resources for maintenance and upkeep of different facilities sanctioned regularly.
- **Master Time Table** is prepared to facilitate maximum use of all classrooms and labs.
- **Standard Operational Procedures** for handling various equipment and instruments are in place.
- The Liaison officer arranges for the repair or damage of the goods. Carpenters and electricians carry out the maintenance appointed by the Management.
- Classrooms with furniture, teaching aids and laboratories are maintained by the respective Department staff and attendants and supervised by the respective Heads of the Departments.
- **The Liaison officer** has been appointed by Management to monitor day to day maintenance of infrastructure and safety and security of the entire College premises.
- The Cleaning and the Maintenance of the classrooms and laboratories are done by the non-teaching staff and outsource staff as per cleaning schedule which is monitored by the floor in-charge.
- Purchasing new tables, benches, chairs, boards, screens, curtains and other consumables is done by raising the requisition to the Principal and the same is presented before the Management for approval.



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Annual Maintenance contracts have been given for the following:

S.No	ITEM TO BE MAINTAINED	NAME OF THE COMPANY	CONTRACT TERM / AMC
1	UPS	Nantech Power Systems Pvt Ltd	Yearly
2	AIR CONDITIONER	Premier Air Conditioning	Yearly
3	CCTV	Keerthi Communication	Yearly
4	GENERATOR	Genset	Yearly
5	LIFT	Johnson Lifts Private Limited	Yearly
6	TALLY SOFTWARE	Real Solutions	Yearly
7	ERP - SOFTWARE	Sri Hema Infotech	Yearly
8	G - SUITE	Techevo	Yearly

PRINCIPAL