

# RATHINAM



## COLLEGE OF ARTS & SCIENCE

Rathinam Techzone, Pollachi Road, Eachanari,

Coimbatore - 641021

Infrastructure Maintenance Policy



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**RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

### **About the Institution:**

As an institution with autonomous status re-accredited by NAAC with “A” grade and recognized by UGC, New Delhi under section 2(f), and 12(B) status. It is a co-educational Institution approved by the State Government of Tamil Nadu. The main motto of our institution is to provide quality education with excellent skills, industry based trainings and 92% placements.

Ranked within top 150 colleges for the four consecutive years 2017, 2018, 2019 and 2020 by National Institutional Ranking Framework (NIRF) constituted by Ministry of Human Resources and Development has ranked colleges in India.

Rathinam Techno Park established in 2002, plays an effluent role in providing faculty exchange programmes and placement opportunities for the students. There is a Special Economic Zone-SEZ scheme in the college campus, with world class IT infrastructure that shelters MNC companies. Our true vision and mission is to develop knowledge, skills and character in young men and women, and to maintain academic excellence with a keen focus on harmonious development of the personality of our students.

The Management and the Staff of Rathinam College of Arts and Science are committed to create an atmosphere in the campus that is conducive to fulfill the vision. Aiming at the goal, the institution is continuously conducting seminars, guest lectures and events of various kinds. In addition, the Techno Park attached to the college is also providing job-oriented practical exposure for the students of Rathinam College of Arts and Science.

This college is located inside the Rathinam Techzone Campus, which offers tremendous advantages to the students by providing the opportunities for the students to garner real time experience through Internship, Projects, Part-time job, Research and testing.

The Institution is located within a campus of 70 acres. The Institution functions in the four different blocks

1. Channakya Block
2. Sir C V Raman Block
3. Newton Block
4. White house



**Purpose of the Policy:**

The college has established system for maintenance and utilization of computers, classrooms, playground, sports gym, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

The physical and academic facilities are utilized with a policy to optimize the use of resources based on needs of education, research and administration.

The coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, playground, sports gym, library and classrooms inside the campus.

For this Infrastructure and Maintenance Committee of the college plays important role. The committee reviews the requirements of infrastructure and the same will be presented to the College Management and the same will be processed.

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.



### **Maintenance of Physical Facilities**

The physical facilities are maintained by the Institution's maintenance section headed by the Administrative Officer, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The issues or repairs shall be reported to the maintenance section through the online ticketing system (ERPNext).

The issues raised will be resolved within a day.

The Public Relations Officer with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are managed and made available during day time in all days.

Transport facilities are monitored and maintained by the Transport officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.



## **Maintenance of Classrooms, Furniture and Laboratories**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments shall report to the Administrative Officer periodically for all the maintenance works. Repairs are registered in online ticketing system (ERPNEXT) and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books and complaints register are maintained by the respective laboratories to report entries and defects arising for rectification.

Standard operating procedures for all high end equipments are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipments. Breakage and repair if any are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students / research scholar at the end of the year.

The condemned/obsolete items are discarded by procedure after getting the report of the Infrastructure Maintenance Committee and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers



### **Utilization:**

The lab utilization is done depending upon the requirement of various courses.

- There is separate Lab Time-Table for all the courses. Labs are allotted for different programs according to their requirements.
- The respective faculty members, staff, lab assistants are given responsibility to maintain the equipment's under their purview.
- All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary

Purchase of new computers is done through requisition to the Infrastructure and Maintenance Committee and the same to be presented to College Management.

- After approval, the quotations are to be sourced from different vendors.
- Equipment performance audit is conducted.
- Equipment servicing is conducted on need basis.
- Annual Maintenance contract is made for regular check and servicing.



### **Maintenance and Utilization of Library and Library Resources**

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments.
- The library will continue the existing subscription for journals and magazines, if no recommendations are received.
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilated documents that needs repairs or to weeding out from the library collection.
- Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of the Library Committee
- Documents in the library are arranged in a logical order to save the time of the users as well as staff.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound





volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.

- Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library.
- Repellants are used to save materials from Rats.

#### Utilization:

The College has well equipped library with necessary books, Journals, magazines and periodicals.

- The Library is open on all days – 365 days – 24/7 – No Closure of Library.
- Library is fully automated using the web based software, where all students are given a user name and password, where they can send the request. Books issue will be done between 9.00 am to 3.00 p m.
- Library is divided into Library books, Reading section, Reference section and digital library
- To facilitate the student's requirement photocopy machine is also placed.
- Students are allowed to open access for the books.
- Library books are normally issued only for 15 days and the borrowing period can be reduced according to the demand.
- Book Bank Facility available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.



### **Maintenance and Utilization of Seminar Halls and Auditoria**

Seminar halls and auditoria are under the purview of the Head office affairs and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form available with Head office affairs, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

### **Maintenance of Sports Facilities & Gym**

The sports equipment's, ground are supervised and maintained by the Physical Director of the Institution.

- Provision of the facility is done for the students of the college for practice.
- College level, intercollegiate level and University level competitions are organised as per policy of the Institution.
- House Matches are conducted for the students every year.
- Rathinam Olympia Staff Matches conducted after the class hours.

Requisition is made for the purchase of new equipment's for indoor and outdoor sports activities and Infrastructure and maintenance Committee presents the same to the College Management for approval.

- Once approved, quotations from vendors are obtained.
- Maintenance of ground through regular weeding and leveling is done.



### **Maintenance of Computers and ICT Facilities:**

The Computer Centre and its support staff maintain the ICT facilities including computers and servers

- Periodic maintenance of projectors and other equipment is done.
- Purchase of new laptops, projectors and other consumables is be done on an annual basis and the Infrastructure and maintenance Committee places before the College Management for approval.
- Purchase of new bandwidth and installation of anti-virus as well as new software is done.
- To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused.
- Campus Wi-Fi is maintained by laboratory staff.
- IT related issues are addressed immediately by the IT Team by sending an email to the [itsupport@rathinam.in](mailto:itsupport@rathinam.in).



### **Maintenance of Classrooms:**

Allotment is done as per the lecture schedule in consultation with the head of the department.

- Scheduling of activities during non-lecture hours and utilization for guest lectures, competitions preparations.
- Conducting training sessions and workshops for students and staff members.
- Conducting regular semester examinations as per the examination schedule and also competitive examinations in the campus.
- Students are instructed to utilize all classrooms optimally during the daylong working hours.

### **Maintenance of the Campus & Amenities:**

Cleaning of the campus areas in all the blocks including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Public Relations Officer.

The effluent treatment plants and rain water harvesting systems are maintained by the civil engineer and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Administrative Officer. Amenities like canteen and juice shop, stationery, and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.