



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC, Recognized by UGC

AISHE-C-42763

ISO-9001:2015

Phone: 9508440233/6207249298 Email: sxcmdanr@gmail.com website: www.sxcm.co.in

INFRASTRUCTURE MAINTENANCE POLICY

The comprehensive infrastructure of the college encompasses basic elements like buildings and playgrounds, as well as advanced features like ICT-enabled classrooms and laboratory facilities. The institute follows established systems and procedures to maintain both the physical and academic facilities. While these facilities are accessible to all students, they are under the supervision of a designated faculty member. Electricians and computer analysts are available for assistance at all times.

This document presents a management framework and outlines the allocation of responsibilities to ensure effective utilization and maintenance of existing infrastructure facilities.

Maintenance of Classrooms, Furniture, and Laboratories

Classrooms with furniture, teaching aids, and laboratories are maintained by department staff and attendants, overseen by the respective Head of the Department. Laboratory assistants are responsible for their respective labs. Department Heads regularly report maintenance requirements to the administration. Minor repairs are logged in an office ledger and prioritized. Department staff monitor laboratory use, and students are encouraged to maintain the furniture.

Maintenance and Utilization of Library and Library Resources

- ❖ Library staff follow clear instructions for handling library documents during processing, shelving, and transportation. Specific steps include:
- ❖ Avoiding sorting bound volumes by their fore edges to prevent weakening the binding.
- ❖ Ensuring shelves are not overly crowded to avoid damage to volumes.
- ❖ Storing large volumes flat to prevent damage.
- ❖ Regularly cleaning to prevent dust accumulation.
- ❖ Properly storing magnetic discs and documents containing discs away from magnetic or electric equipment.
- ❖ Implementing pest management measures to reduce insect-related issues.

Principal
St. Xavier's College
Mahuadanr

Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and the auditorium fall under the responsibility of the relevant teams and are maintained by the housekeeping staff. These spaces are effectively used for academic meetings, seminars, conferences, and cultural events. Organizing faculty or staff members seeking access to these facilities must obtain permission from the Principal.

Maintenance of Electronics and Instruments

Institution-employed technicians service and maintain instruments and electronic items in various laboratories. These technicians support all departments to ensure optimal instrument utilization. Lab assistants receive appropriate training to enhance their technical skills.

Maintenance of ICT Facilities

The Computer teacher and support staff maintain ICT facilities, including computers and servers. Third-party experts are contacted for technical issues. Annual maintenance includes software installation, antivirus updates, and upgrades. Electronics such as projectors, computers, printers, and photocopiers are serviced and reused to minimize e-waste. Campus Wi-Fi is maintained by the respective center.

Maintenance of Sports and Games Facility

Sports equipment, fitness equipment, grounds, and courts are maintained by the sports incharge and supporting staff. Ground-level and seasonal maintenance occurs annually. The Sports Committee and Grounds staff jointly maintain sports equipment. New sports equipment purchases require approval from the Principal. The Sports Committee oversees institute sports facilities and related events.

Maintenance of Campus Cleanliness

The housekeeping team cleans the campus area, including academic and administrative buildings, every morning before classes begin. Regular toilet cleaning is also conducted.

Maintenance of Other Amenities

Support staff maintain effluent treatment plants, rainwater harvesting systems, and other amenities. Equipment maintenance follows preventive schedules and guidelines provided by suppliers. The campus provides 24/7 safe drinking water via water purifiers. Fire extinguishers are installed and maintained by supporting staff. Amenities such as the canteen and stationery services are maintained by respective providers.

Green Environmental Aspects

Gardens, bird feeders, solar panels, rainwater harvesting systems, and vermi-compost are maintained daily by gardeners and students. The campus is under CCTV surveillance, overseen by the administration.



Principal
St. Xavier's College
Mahuadaar

Annual Stock Checking

Designated faculty perform annual stock checks of furniture, lab equipment, stationery, ICT facilities, and sports items. Repairs are reported in this process. A consolidated report is submitted to the administration for necessary actions.

Replacement of Equipment/Electronics/Computers

Maintenance includes replacing worn-out assets. Outdated electronics/computers are sold back to avoid e-waste as per norms, and new items are procured.

Day-to-Day Emergency Maintenance

Daily running repairs, such as replacing light bulbs, repairing water leaks, cleaning blocked drains, and other minor repairs, are managed by the supporting staff.

Annual Maintenance of Solar Panels

- Review daily performance data for major output changes.
- Check solar panels for cleanliness, damage, corrosion, and browning.
- Inspect cabling, mounting hardware, junction boxes, breakers, and fuse boxes.
- Verify inverter condition, resistive joints, and DC voltage.
- Maintain proper earth connection.

Procedure for Utilization of Physical Facilities

- Request facility utilization from the HoD.
- Once HoD approves, forward to the Administration Officer.
- Record the request and permit utilization if available.
- Support staff are instructed to facilitate usage arrangements.

Procedure for Major Maintenance Works

- Identify major maintenance or repairs.
- Seek approval from the concerned HoD.
- HoD reviews and forwards the request to the Principal for approval.
- Principal reviews and forwards the request to the Secretary for approval.

Procedure for Repairs & Maintenance

STEP 1

Register repair/maintenance needs in the Administration Office's specified register.

STEP 2

In-house maintenance staff attend to repair/maintenance based on the register's entries.



Principal
St. Xavier's College
Mahuadar