



St. Ann's college for women

(Autonomous), Affiliated to Osmania University
Accredited by NACC with A+Grade(3rd cycle), CPE By UGC
ISO 9001:2015 and ISO 14001:2015
Mehdipatnam, Hyderabad

Infrastructure and Maintenance





Infrastructure procurement, Utilization and Maintenance Policy

Preamble

“Physical infrastructure of the college is a critical component in supporting the educational mission of the institution, to provide a safe, healthy, and accessible environment to all members of the college community. The facilities are to be maintained to a high standard, and support the academic, research, and administrative functions of the institution. The infrastructure maintenance policy will be revised periodically and strive to create a dynamic environment that promotes learning, research, and innovation.”

1.0 Objectives

The objectives of college infrastructure policy is to ensure that the physical facilities of the institution are maintained to a high standard and that they support the academic, research, and administrative functions of the institution. These policies aim to:

1. To ensure the safety of all members of the college community, equipment, emergency systems, and building
2. To ensure that all college facilities are maintained at high standards, are functional and meet the needs of the college community.
3. To ensure that college facilities are designed, constructed, and maintained with an eye towards sustainability.
4. To ensure that college facilities provide a conducive learning environment for students, faculty, and other staff
5. To ensure that college facilities are in compliance with changing needs as per the curriculum, regulatory requirements and industry practices

2.0 Scope

College infrastructure policy will be framed/revised by the senior faculty in consultation with the Principal. The scope of college infrastructure policy includes the management



and maintenance of buildings, facilities, equipment, and utilities on the campus. It also includes the planning and development of new infrastructure projects and the use of existing infrastructure for various purposes.

3.0 Infrastructure Procurement

- The requirement for the facilities and labs will be discussed at the year ending departmental meetings for principal's approval.
- Procedure for Purchase: After the requirements are approved the concerned departments/units will invite sealed tenders, prepare comparative statement and finalise the suitable vendor.

4.0 Infrastructure maintenance Committee

A committee will be set up to implement and monitor the infrastructure and maintenance of the campus. The composition of the committee shall be as follows:

- Principal
- Admin in charge of infrastructure
- Dean Administration
- Head of Departments
 - Physical sciences -1
 - Life sciences - 2
 - Commerce
 - Director/Incharge - PG
 - Director Physical Education
- Librarian
- Support staff

5.0 Roles and responsibilities

Roles and Responsibilities

St. Ann's believes in the philosophy of optimum utilization of academic and support facilities. Roles, and responsibilities of various stakeholders involved in managing the college infrastructure are clearly defined and communicated to all relevant parties.

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- The college administration will be responsible for implementing infrastructure policy that aligns with the overall mission and vision of the college
- Necessary repairs of the building are carried out by the masonry ensuring compliance with local building codes and regulations
- There college level committees will look after the proper utilization and maintenance of the infrastructure and support facilities
- Campus beautification, Landscaping and maintenance of the Botanical garden and greenery of the campus will be coordinated by the department of Botany
- Eco-club will work towards energy-efficient measures to reduce carbon footprint and conduct green, energy and environmental audit
- The canteen committee takes care of the hygiene related issues
- The support staff regulated under the concerned head of the departments and committee will be involved in monitoring and regulating cleanliness, vigilance and maintenance of the classroom laboratories and of the equipment
- Guidelines for the use of campus space and facilities, including rules for scheduling and reserving spaces in certain areas such as parking are strictly followed
- ICT department will manage the use of technology infrastructure, including rules for the use of computing resources, security protocols, and policy related to the storage, management, and sharing of data.
- The library infrastructure includes allocating space for collections, study areas, stack area and E- resource hub maintained by library staff.
- System administrator manages IT hardware, including procurement, installation, and maintenance of computer systems, mobile devices, and other equipment.
- The students and faculty are expected to report any infrastructure-related issues or concerns to the in charge team or the college administration
- The department heads report to the Principal and the Principal directs the office in charge to execute any emergency requirement.

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6.0 Plans, Process and Procedures

- Maintenance plan: for regular maintenance of college facilities and equipment like cleaning, repair, replacement, prioritizing maintenance tasks, scheduling maintenance, and reporting maintenance issues.
- Energy management plan: outlines procedures for reducing energy consumption in college facilities and equipment, including energy audits, environmental audit, energy-efficient upgrades and green audit
- Inspection process: to ensure that college facilities are in good working order and comply with regulatory requirements including procedures for identifying and reporting hazards or defects and for following up on corrective actions.
- Accessibility procedures: to ensure that college facilities are accessible to the college community and individuals with disabilities by providing assistive and disability services.

7.0 Campus - maintenance

- In charge sister and the support team will monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, ground, sports facilities, visitors lounge, student's amenity areas, cafeteria and the entire building.
- Cleaning of the campus facilities like restrooms, classrooms, and common areas including the academic and administrative buildings will be performed daily in the morning at 8.15 am, before the regular classes begin.
- Availability of pure drinking water will be available in all floors
- Availability of water in Toilets at all times
- Cleaning and sanitizing toilets twice a day
- Regular inspections, repairs, and upgrades will be carried out efficiently
- Mowing lawns, planting and pruning trees and shrubs, watering, removing debris and trash will be carried out by the Gardeners.
- Repairing electrical and mechanical systems, such as elevators, fire alarms, and emergency generators will be the responsibility of the electrician.

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- Recycling, energy efficiency, and reducing the campus's carbon footprint by using renewable energy sources like LED lights and reducing water by using automatic taps.
- Regular checks will be done by network administrator for repairing and replacing hardware, software, maintaining network security, and ensuring compliance with data privacy and security regulations.
- Ramp, lifts, wheelchairs and walker provided and maintained for Divyanjan
- Maintenance of uninterrupted power supply and equipment like generator sets, general lighting, power distribution system, solar panels will be done by external experts on a regular basis
- Maintenance of plumbing, sewage and drainage is undertaken by support staff.

7.2 Classroom/Seminar halls / Auditorium - maintenance

- Regular cleaning and sanitizing of the classroom, seminar halls, Auditorium including all surfaces, floors, and furniture, to prevent the spread of germs and allergens will be done by auxiliary staff.
- Regularly inspect and maintain equipment, including projectors, computers, and other technology, to ensure they are functioning properly.
- Regularly inspect and maintain furniture, like desks and chairs, to ensure they are in good condition and free of any safety hazards.
- Ensure that the classroom is well-lit, with working light fixtures and appropriate levels of natural light.
- Ensure that the seminar hall and auditorium's AC system is properly maintained to provide clean air circulation and optimal temperature.
- Make sure that the seminar hall and auditorium is accessible to all individuals whenever needed
- Ensure that all individuals utilizing classrooms, seminar hall and auditorium are aware of safety procedures and protocols, including proper handling of equipment



- maintain comfortable environment for individuals utilizing classrooms, seminar hall and auditorium, comfortable seating arrangements, and noise control.
- Availability and use of textbooks, supplies, and other instructional materials

7.3 Laboratory - maintenance

- Maintenance of lab equipment and all facilities will be the responsibility of the concerned head of the department.
- regular inspections of the laboratory will be conducted to identify any potential hazards, such as broken equipment, spills or leaks, storage areas, and waste management systems.
- Regular cleaning and organizing the laboratory for effective use
- Regular maintenance of laboratory equipment, including testing, calibrating, and repairing as needed.
- Ensure that all laboratory users are aware of safety procedures and protocols, including proper handling of hazardous materials by displaying the rule in the laboratories
- Keep an inventory of all laboratory supplies and equipment to ensure that all materials are available when needed.
- Provide regular training to laboratory staff on laboratory maintenance, safety procedures, and emergency response protocols.
- The routine maintenance of science, language and computer laboratories is carried out by support staff of the concerned departments
- Standard operating procedures for all high end equipment are made available to the users.
- Identify obsolete instruments and discard as per procedure.
- Conduct inspections of laboratory equipment, proper storage, labeling, and disposal of hazardous waste, as well as complying with regulatory requirements for waste management.



- Stock registers, asset registers, log books, are maintained by the respective laboratories to report entries and defects arising for rectification.

7.4 Library - maintenance

- library committee staff will oversee and ensure all the the maintenance and functioning of the library
- Regular dusting and cleaning of floors, shelves, furniture is carried out
- Organizing books by category, labeling shelves and materials, and ensure that items are properly shelved and returned.
- There are clear instructions displayed on the care and handling of library documents, particularly during processing, shelving and transport of documents
- Prevent theft, damage, or loss of items by implementing security measures, such as cameras, and ensuring that materials are properly checked at entry and exit
- Maintaining computers and printers, to ensure access to necessary resources by conducting regular maintenance checks, updating software, and ensuring that equipment is functioning correctly.
- Overused torn books are sorted out for binding. The wreckages are written off from the stock book. New and latest books are purchased as per requirement
- Adequate furniture includes chairs, tables, bookshelves, computer stations, and other equipment necessary to support library services and programs for students and staff are provided
- food and drinks are prohibited into the library to maintain cleanliness
- Regular pest control measures like baiting, and trapping, anti termite treatment and use of naphthalene balls to protect the books.

7.5 IT facilities Maintenance

- Over all Institution IT infrastructure will be maintained by qualified and trained in-house system administrators and support staff in charge.
- An Accession register will be maintained to keep track of the distribution of computer and hardware details.

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- System administrators look into regular maintenance on all computers, printers, and computer accessories depending on the demands.
- At regular intervals, anti-virus and anti-malware software will be installed and updated. Computers in lab are linked with UPS.
- Lab Attendees and Auxiliary staff maintain the cleanliness of the computer lab.
- To reduce e-waste, devices are serviced, repaired, and reused.
- Non-repairable equipment shall be identified, and given to agencies along with other electronic waste
- peripheral repairs, replacements are either carried by technical support staff or central IT department of the college

7.6 Sports Complex, Gymnasium & Yoga

- The indoor and outdoor sports facilities including yoga and meditation & Gymnasium centre will be maintained by the Director of Physical Education and Gym instructor they shall ensure
- To provide a safe and healthy environment for athletes, coaches, and spectators First aid and the of safety equipment are provided
- Regular maintenance and upkeep of sports facilities, including cleaning, repair of damaged equipment
- regular inspection and replacement of worn out equipment
- Expensive equipment in the gymnasium is maintained through Annual Maintenance Contract
- Special measures are taken for proper maintenance of the sports equipment at the department.
- The pitch and its surroundings are properly maintained by regular cleaning, watering and leveling the ground.
- Regular servicing of the equipment in the gym like treadmill, cycles, cross trainer is done to ensure their proper working.
- Gym register is maintained in the Gym for students and staff

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- Cleaning of Judo and Yoga mats at regular intervals
 - The concrete courts are painted at regular intervals for proper maintenance.
- All the Equipment are checked on regular basis for any damages and repair/ replacement is taken to ensure their proper maintenance

7.7 Support Facilities

- The committees like Time Table, Admission, Research, Library, N.S.S, Website Development, Purchasing and maintenance, and Sports Committees will coordinate with Deans for smooth functioning of the college.
- The maintenance incharge sister will facilitate the following-
- Deputation of Technicians, plumbers, carpenters by management for the maintenance of classrooms and infrastructure in the campus.
- 24/7 safe and adequate drinking water supply using RO water purifiers under Annual Maintenance
- Fire extinguishers installed in all the floors and are on annual maintenance contracts.
- Canteen, Stationery, Photostat function under the supervision of the management
- Green campus – Vegetable Garden, herbal garden, energy conservation in the campus will be maintained by the gardeners under the supervision of Eco-Club
- The campus Security under CCTV surveillance and is taken care of by the computer centre
- Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs will be done by the respective Departments to the Principal.
- Internal audit and external audit for ISO are conducted in the college and a consolidated report is submitted for necessary actions.


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