



MACFAST
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**MAR ATHANASIOS COLLEGE FOR
ADVANCED STUDIES TIRUVALLA**
ACCREDITED BY NAAC WITH 'A' GRADE
RECOGNIZED BY DSIR, GOVT. OF INDIA

Maintenance Policy

The college has framed a set of policies and procedures for maintenance and utilization of physical, academic and support facilities

Administrative Council:

The Administrative Council with the Principal as the Chairman and, the Manager, Academic Administrator, Office Superintendent and Chief Accounts Officer as members take major decisions pertaining to the maintenance and utilization of physical, academic and support facilities. All the repairs and renovation work is reported to the Administrative Council and executed through appropriate agencies. The major works are executed by inviting quotations or tenders.

Maintenance Team:

Maintenance team is headed by the Manager and assisted by the Supervisor. The Supervisor is in charge of undertaking the maintenance of infrastructure facilities, furniture repairs, masonry and plaster works, painting, carpentry, plumbing, electrical works, gardening and housekeeping. Adequate in-house staff is employed to maintain hygiene and cleanliness on the campus to provide a clean, green and congenial learning environment.

Classroom Maintenance:

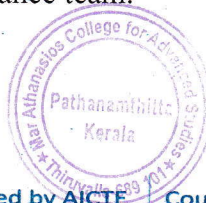
The rooms are cleaned daily, and the repair and maintenance of assets are undertaken on need basis.

Library Maintenance:

The library is maintained by the library committee headed by the Librarian. The periodical maintenance of the library is done by the maintenance team as per the requirements put forward by the Librarian.

Laboratory Maintenance:

The Laboratory equipment is procured and augmented as per the curriculum and student's strength. The faculty in-charge of the laboratory is responsible for reporting the requirements periodically. Timely maintenance of the backup system and standby power generator are ensured by the maintenance team.



Sports facilities:

The sports equipment are maintained under the supervision of the faculty-in-charge. The sports committee periodically assess the requirements for daily practices, conducting tournaments and Annual Athletic Meet. Based on the report, the Administrative Council takes steps for timely maintenance and purchase of additional sports equipment, if required.

Restrooms:

The restrooms for boys and girls are cleaned twice a day.

Security Measures:

The campus is widely covered through 128 CCTV surveillance cameras which are maintained by the IT wing of the college. Security guards are deployed on campus and hostel 24x7 to ensure the safety of students, staff and physical assets.

Fire Extinguishers:

Fire extinguishers are placed near to potential fire hazard. Overhead water tanks are connected to hoses which are available to use in emergency situations.

Power supply:

A generator of 81 kVA power and 390 Solar panels which generates 130 kVA power is installed to ensure uninterrupted power supply. The maintenance is undertaken through AMC (Annual Maintenance Contract). Maintenance of Air Conditioners, Biogas plant, Elevators and Computers/Networking equipment are done at regular intervals.



Fr. Dr. Cherian J. Kottayil

Principal cum Director