



**MACFAST**  
the trendsetter in education

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

### Maintenance Policy

#### **Administrative Council:**

This comprises of Principal, Financial Manager, Administrative Officer and HoDs from the three departments who involve in major decisions pertaining to maintenance and progression of various physical and academic facilities.

#### **Maintenance Team:**

The College has a maintenance team headed by the Administrator and assisted by the Estate Officer. The Estate Officer and his team is undertaking the maintenance of overall infrastructure facilities and the maintenance like furniture repairs, masonry and plaster works, painting, carpentry, plumbing, 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. Any major repair or renovation work is reported to the Administrative Council and outsources it to appropriate agencies.

Internal complaints and requirements arising at each department are rectified by the maintenance team.

#### **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. He/She is assisted by a team of staff and student volunteers. Separate log notebook is maintained for students and faculty to record the daily library footfall. The Librarian maintains the accession register and the files pertaining to the purchase of books, renewals of periodicals and e-resources

#### **Laboratory Maintenance:**

The equipment and infrastructure in the laboratories are based on the curriculum and strength of the class. The laboratory equipment is augmented on the basis of curriculum requirements. All laboratory equipment is maintained cleanly and calibrated periodically to provide accurate results.

The equipment and machineries in the laboratory are maintained by well-trained technical staff. All laboratories are supported with power backup system (UPS) and standby power generators. The laboratories are provided with adequate ICT facilities. Each lab is provided with the safety equipment and student/staff were given necessary instructions to maintain safety in the laboratories.

#### **Sports facilities:**

The sports facilities are maintained under the supervision of the faculty in charge assigned on yearly basis. They are assisted by a team of students from three departments. This committee will assess and report the requirements for the maintenance of sports facilities to Administrative Council

#### **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 by the installed agency as and when required.

#### **Outsourced maintenance activities:**

Maintenance of air conditioners, Biogas plant, lifts and computers/networking equipment are done from time to time.



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