



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)**



**MACFAST**<sup>TM</sup>  
Igniting wisdom since 2001

## **Utilization & Maintenance Policy**



## Facilities Utilization & Maintenance Policy

### Utilization Policy

#### *Purpose of the Policy*

The facilities utilization policy could provide the basis for equitable allocation and efficient utilization of physical and academic facilities based on the critical needs of educational research and administrative activities.

The policy objectives are:

- (1) Establish standard procedures for the use of physical and academic facilities.
- (2) Properly schedule different activities without any hindrance.
- (3) Increase the degree of communication and coordination among different users and caretakers.

#### *Scope of the policy*

This policy is intended to cover the following types of facilities in the College:

- Academic and Administrative Offices
- Classrooms/Seminar Hall, Auditorium
- Gymnasium, Open stage, Open-air Stage, Yoga room, Sports & games facilities
- Library and Reading room
- Academic and Research Laboratories

Resource Type	Name of Resource	Resource In charge	Record Document
Rooms	Classrooms	Head of the Department	Timetable
	Laboratories (PG, PhD)	Lab in Charge	Timetable, Dead stock register
	Board Room, Auditorium & Conference Hall	Administrator	Schedule
	Staff Rooms	Head of the Department	Staff allotment of Cabins
Centre of Excellence Facility	MACFAST Innovation & Corporate Synergy	Head, MICS	Biometric Log Details



	(MICS) - Startup		
Library	Infrastructure, books, e-resources	Librarian	KOHA, Accession register
IT facilities	Computers and Networking Resources	IT Head	Stock register
	Portable projectors, laptops and other equipment	IT Head	Dead stock register, Issue Register
	Wi-Fi	IT Head	Stock Register
Baking Unit		Dean, Bioscience	Stock Register
Herbal Garden		Staff in Charge	
Sports	Basketball, Volleyball, Badminton – courts, Yoga room, gymnasium etc.	Staff in Charge	Sports equipment stock register, Sports Schedule

### ***Utilization of Resources:***

- Availability of resources is verified with the concerned In-Charge.
- It is communicated in writing to the In-Charge so as to make the resource available.
- Permission for the utilization is taken from the respective authorities.
- The person who has applied for the facility/ resource should take care them.

### **Maintenance Policy**

The policy of the Institution is to provide state-of- the- art infrastructure. Since its inception in 2001, the College has been keeping pace with the changing requirements of its academic growth and additional infrastructure and is added from time to time.

### **Administrative Council:**

This comprises of Principal, Financial Manager, Administrative Officer, Administrative Superintendent and HoDs from the three departments who involve in major decisions



pertaining to maintenance and progression of various physical and academic facilities. The Administrative council meets on monthly basis. The proceedings of major decisions related to construction, maintenance and replacement will be scrutinized by the Finance Committee, a subcommittee of Administrative Council and handovers to the Maintenance Team for implementation.

#### **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. Besides regular maintenance work, any major repair or renovation work is reported to the Administrative Council who outsources it to appropriate agencies.

The maintenance team meets on daily basis and undertakes the following work on regular basis.

- The classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff.
- The restrooms for boys and girls are cleaned twice a day.
- Continuous flow of water is ensured in restrooms.

Internal complaints and requirements arising at each department will be reported in the administrative council meeting and they are rectified by the maintenance team and are assigned to concern persons in due course of time

#### **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:**

All the laboratories are well equipped and maintained to conduct laboratory courses. The equipment and infrastructure in the laboratories are based on the curriculum and strength of the class. The laboratory equipment is augmented on a continual basis and based on the demand the list of the experiments to be conducted in each domain area. All laboratory equipment is maintained cleanly and calibrated periodically to provide accurate results and maintain reproducibility.

The equipment and machineries in the laboratory are maintained by well-trained technical staff. All laboratories are supported with power backup system (UPS) and in addition to the standby power generators. The laboratories are provided with adequate ICT facilities in order to facilitate the computation and conduction of experiments.

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

### **Security Measures:**

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

### **Fire Extinguishers:**

A total of 25 fire extinguishers are in place and refilled on regular basis. Overhead water tanks in Academic and Administrative block with a capacity of 60000 liters each are connected to hoses which are available to meet any unforeseen contingencies.

### **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 service 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.

**Standard Operating Procedures for Maintenance**

**Civil Work**

- Building maintenance, Painting
- Identify the problems reported in the Administrative Council meeting or came under emergency requirement
- Fix the priority, prepares plan & estimate and takes final approval
- Assign the work internally or externally as per the requirement
- If external, identify contractors & invite quotations
- After negotiation, finalize the agreement and place the work order
- Cost of maintenance is sent to accounts department for final settlement

**Records maintained:** Works Register

**Mechanical/Electrical & Plumbing Maintenance Work**

Lift, UPS, AC, Lab equipment, Motors etc.

- Identify the problem as reported
- The internal technician tries to detect and solve the problem
- If can't be solved by the internal technician, it would be referred to the concerned external agencies after verifying whether it has covered with AMC/Warranty
- If under AMC/Warranty period, the concerned person/company will be informed.
- If it isn't under any AMC/Warranty, the college will call for new quotations and after negotiation, finalize the agreement and place the work order
- Cost of maintenance is sent to accounts department for final settlement

**Records maintained:** AMC Documents of Equipment, Work Agreement



**Fr. Dr. CHERIAN J KOTTAYAL**  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvalla- 689101, Kerala