

**MALWA CENTRAL COLLEGE OF EDUCATION FOR WOMEN**

**CIVIL LINES, LUDHIANA**



**MAINTENANCE POLICY DOCUMENT**

## **1. Introduction:**

The Institute has an established system for the maintenance and utilization of computers, classrooms, equipment and laboratories on the campus. This document provides a management framework and an outline of the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

## **2. Maintenance of Physical Facilities:**

In-charge of the civil section shall look after the maintenance of physical infrastructural facilities. The services of plumbers, electricians, carpenters and computer analysts are available around the clock in campus. An electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution systems, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. Housekeeping services are outsourced on an annual contract basis and are made available during day time on all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus grounds, sports facilities etc.

## **3. Maintenance of Classrooms, Furniture and Laboratories:**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the Principal. The in-charge teachers report to the administration periodically for all the maintenance works. Emergency maintenance repairs are attended on a priority basis. The Staff of respective departments monitor the effective utilization of the laboratories.

## **4. Maintenance and Utilization of Library and Library Resources:**

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. By the housekeeping staff members cleaning done regularly and carefully.

## **5. Maintenance and Utilization of Centenary/Seminar Halls:**

The seminar hall's cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. To access the facilities, the organizing faculty/staff

member submits a form available with the office through the Principal and the date of the event is registered and the halls are accessed on a priority basis.

#### **6. Maintenance of Computer and Accessories:**

The college has adequate number of computers with internet connections. Computer maintenance and peripheral repairs, and replacements are either carried out by technical support staff or with the services of IT organization. The upgrading of the computers and the maintenance required are done by the IT department. The students use computers for the preparation of lesson plans and practical's like Intel program. This laboratory is utilized by B.Ed., and M.Ed., students.

#### **7. Maintenance of Lab Equipment:**

The respective faculty members, staff, lab assistants and other service personnel are given the responsibility to maintain the equipment under their purview. The stock register is maintained and updated regularly and verified during academic Audit. All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary with the permission of the Authority.

#### **8. Sport Facilities:**

The sports complex has Cricket, Badminton, tennis, basketball, and handball, Chess and carom facilities. Physical Education expert is appointed for the smooth functioning of all the said activities. Through expert guidance & training in various sports and games activities are provided. These facilities can be utilized as and when required.