

St. Anne's Degree College for Women

Maintenance Policy (Physical, Academic and Support)

Preface

St. Anne's Degree College for Women was established in the year 2005 and administered by Society of sisters of St. Anne-Madras with a vision "to provide humanizing and liberalizing education so as to form responsible citizens who in solidarity with others create a just society". The Foundress Servant of God Mother Thatipatri Gnanamma is a visionary and missionary who dedicated her life to enlighten and educate poor young girls in 1863 by starting educational institutions exclusively for girls.

St. Anne's Degree College for Women own and operates an extensive infrastructure to deliver Teaching Learning and Research Programmes. The college has established system for maintenance for the utilization of Physical properties.

Policy Declaration

Policy ensures that all the physical, academic and support infrastructure is well equipped and maintained to support the delivery of high quality teaching and learning in the College without any service interruptions.

Physical Maintenance:

The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

Maintenance Committee:

- The Institution has a committee to oversee the needs & necessities of Physical Infrastructure.
- The Budget is prepared before the beginning of the Academic year for:

- Construction
- Maintenance of the Building
- Purchase of Equipment
- Computers along with other necessary gadgets
- Furniture and
- Other maintenance expenditure.

For maintenance of a clean campus environment:

- A Senior Staff is in charge of collecting the details of the necessary equipments in the class rooms.
- Class Teachers furnish the details of required physical equipments & repairs.
- Support staff clean classrooms, staff rooms, toilets, office, library, Laboratories, College compound, Gardening etc.,
- Housekeeping policies & procedures are mentioned prior at the time of appointment.
- Maintenance Register is monitored and necessary action is taken
- The Institution has AMC, renewed regularly for Lift & other equipments.

Library:

The Library Advisory Committee is headed by the Principal

There is a librarian (Co-ordinator) with an Assistant to help students and teaching faculty in searching and lending books in the library.

- Librarian prepares Budget at the beginning of the Academic Year to obtain the books, News Papers, Journals &Magazines.
- All the books are maintained with a Barcode.
- Separate collection of Reference Books, Bound volumes of journals, Technical Reports and Compact Discs are maintained with barcodes.
- The library has OPAC (Online Public Access Catalogue), wherein the users can search the Library Online Catalogue by Author's name, title, subject, and keywords available on the campus LAN.

- At the time of admission, students are issued library cards which will be valid till their final semester.
- Registers are maintained both for students and Staff for entry & exit.
- The issue and return of the books is done with the help of the software.
- The library has 8 desktops with internet facility for browsing
- The Librarian maintains Library inventory, upgrades & renews the software & membership in The British Library regularly.
- Specific rules are framed exclusively for Library utilization which is mentioned in the Academic Calendar.
- The Librarian prepares and submits Reports to the Management, Principal & IQAC.

Laboratory: There are totally 10 labs in the College and each lab facilities/equipments are monitored and maintained by respective departments.

Computers: The College System Administrator take care of the maintenance of computers and the network facilities in the College.

- The System Administrator monitors, updates, maintain records pertaining to the systems,
- Procures hardware and software and other items related to computers.
- He installs necessary Software.
- The Web Team looks into the College website.

Sports: College has a Physical Education Instructor.

- He coordinates with University and other institutions for Inter Collegiate Sports Competitions.
- Prepares Budget & purchases New Sports items,
- Conducts Sports Activities, Competitions & Sports Day.