



**St. Anne's Degree College for Women**

Affiliated to Bengaluru Central University

Recognized by UGC under Section 2(f), Accredited by NAAC

**Halasuru, Bangalore-560008**



**Maintenance Policies**

**&**

**Procedures**



## Maintenance Policies and Procedures

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# Maintenance Policies and Procedures

### **Preface**

St. Anne's Degree College for Women was established in the year 2005 and administered by The Society of the 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 institution exclusively for girls when education for girls was distant dream.

The society owns 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.

### **Maintenance of Physical Facilities**

**Maintenance procedures** are written instructions to be followed by the Maintenance Committee personnel to ensure that everything operates as designed within safe operating limits. The purpose of these Policies and Procedures for **maintenance** is to facilitate compliance and ethical review involving persons.

**Our College** has established systems and procedures for the maintenance of Physical, Academic and support facilities and sporadic renewal of essential facilities. It has effective device for the upkeep of the infrastructure and other facilities in order to have effective functioning of the College.



The physical facilities are maintained by the Secretary and Administrator of the Institution through maintenance Committee which comprises Civil Contractor and other Technicians. The services of plumbers and electricians are availed on call through the Civil Contractor and computer admins are available in the campus.

UPS Connections are in all the blocks for uninterrupted power supply and maintenance of equipment is undertaken on call. Maintenance of water plants, sewage and drainage is undertaken by support staff and BBMP Staff.

The electrical and civil complaints are handled by the maintenance committee under the supervision of the Coordinator and maintenance staff. The complaints can be registered on the maintenance register or communicated orally to the committee head to register.

The team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff room, and office rooms.

Transport facilities are monitored by the Secretary and maintained by the Driver. Annual maintenance of all vehicles is done promptly on due dates.

A **maintenance schedule** is prepared stating the routine services and inspections that are to be performed on a regular basis. Each **maintenance schedule** consists of multiple intervals for service or inspection.

### **Procedure and Policies for maintenance and utilization**

- ✚ Operational Maintenance budgets must be prepared as part of the annual budget cycle.
- ✚ Budget provisions are made for new as well as old facilities, repairs and maintenance.
- ✚ Departmental budget is prepared by HODs and is submitted every year to the Principal and Secretary for approval.
- ✚ Maintenance Committee is formed in which Principal is the chairperson.
- ✚ Requirements are fulfilled by the Secretary/Administrator through the committee under the guidance of the Principal depending on availability of funds.
- ✚ The Heads of the Departments take a periodical review of repairs and maintenance requirements of their Departments through the Class Teachers.
- ✚ The Heads of Departments report to the administration periodically for all the maintenance works through the Principal and Maintenance Committee.



- ✚ Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.
- ✚ The institution has annual maintenance contract (AMC) for physical facilities and equipment and maintained on regular basis.
- ✚ The cleaning and the maintenance of the classrooms and laboratories are done by the non-teaching staff as per cleaning schedule which is monitored by head of the department.
- ✚ Furniture, teaching aids and laboratories are maintained by the respective department staff.
- ✚ Attenders are supervised by the respective Head of the Department.
- ✚ Students utilize all classrooms optimally during the working hours of the day and are instructed to upkeep the furniture.
- ✚ The library staff is clearly instructed in the care and handling of library documents. They are to monitor the cleaning regularly and carefully.
- ✚ Proper cleaning and exposure to sunlight is done to the documents using disinfectants to reduce the effect of insects in the library.
- ✚ Laboratory rules and regulations are prepared and displayed for students.
- ✚ The laboratory assistants take care of their respective laboratories.
- ✚ The Digital Classrooms are maintained on regular basis by System Administrators
- ✚ The college website is maintained regularly by Web Team
- ✚ Proper pest management is done to minimize the problems caused by insects at regular intervals
- ✚ Sports facility, health care center and parking facility is maintained on regular basis.



## Rules and Regulations for Laboratories and Library

### Department of Computer Applications

#### Computer Lab

- ✚ The backbone of SADCW is the well-equipped Computer Lab
- ✚ Students should adhere to the lab timings and enter the Lab only during their Practical hours.
- ✚ If a student wants to access the Lab apart from the allotted time She has to get a written permission from the respective faculty
- ✚ The Concerned Faculty must be present in the Lab to review the work of the Students
- ✚ Food and drink are not allowed inside the lab.
- ✚ Students should not carry their bags and valuables inside the lab.
- ✚ Chairs, Keyboards and mouse should be kept in order after the usage of the systems in the lab.
- ✚ Students should not move around during the lab hours.
- ✚ Students should not use their pen drive or CD drive without the prior permission of the lab admin.
  
- ✚ Students are expected to approach the HOD or System Admin to solve the issues of Technical and infra structural problems
- ✚ Students are not allowed to take prints without prior permission
- ✚ Students should take off their shoes and arrange the shoes in the rack provided outside the lab.
- ✚ Students are responsible for their personal belongings.
- ✚ When the students enter the lab, they should sign in the log book.
- ✚ Students should always be seated in the system allotted to them.
- ✚ Students are not allowed to play games in the computers, if found, they will be suspended from the lab session.
- ✚ Students are not allowed to use the internet without prior permission of the teacher.
- ✚ Staff of the respective department monitors effective utilization of the laboratories.
- ✚ Strict silence has to be maintained in the Lab



### Department of Humanities

#### Psychology Lab

- ✚ Students should follow the Lab timings strictly.
- ✚ Students are expected to maintain discipline while working in the lab.
- ✚ No student will be allowed to enter or access the tests without the prior permission of lab in charge.
- ✚ Students are not allowed to have their snacks and lunch inside the lab.
- ✚ Chairs to be properly arranged while leaving the lab.
- ✚ Return of test items should be made timely to avoid any inconvenience.
- ✚ After the practical work has been done students should keep back the practical materials in the designated place.

### Department of Science (PMC)

#### Physics Laboratories

Experiential learning is the key to progress in science. Therefore, systematic, careful lab work is an essential part of any science program. Fundamental laboratory procedures and techniques are practiced during practical hours to pursue new knowledge.

The equipment's and apparatuses used in physics, electronics and optics laboratories involve various safety hazards. With the active involvement of Faculty and Student the risks can be minimized so that working in the laboratory can be a safe and enjoyable process of discovery.

#### **SAFETY RULES TO BE FOLLOWED IN THE LAB:**

1. Avoid wearing long necklaces, dangling bracelets or bulky jewelry, and loose-fitting clothing on lab days. Long hair should be tied back. Loose, dangling items may get caught in moving parts, accidentally contact electrical connections, or interfere with the investigation in a potentially hazardous manner.
2. Carry observation notebook, record, graph sheets, calculator and other stationaries required. Keep other books and bags in designated storage area.
3. Read the entire experiment before entering the lab for safety precautions involved in the experiments.



4. Do not perform unauthorized experiments or use materials and equipment in a manner for which they were not intended.
5. Food, beverages, and chewing gum are NEVER permitted in the laboratory.
6. Do not work with any batteries, electrical devices, or magnets other than those provided by your teacher.
7. Do not mishandle or play with the equipment specially designed for performing experiments.
8. Keep the apparatus clean and rearrange it in an orderly manner, and report any damaged or missing items to the teacher.
9. Work in the lab only under the supervision of your teacher or lab assistant.
10. Do not leave equipment unattended while it is in operation.

### **Mathematics Lab**

- ✚ Students should follow the lab timings strictly.
- ✚ Students are requested to leave their footwear's outside the Lab.
- ✚ Students are not allowed to carry their bags and cell phones inside the lab.
- ✚ After entering the lab, students should sign in the Log Book.
- ✚ Students should sit in the allotted systems only; changing of system is not encouraged.
- ✚ Students should not move around the lab hours.
- ✚ Using of pen drive is strictly banned without prior permission.
- ✚ Refreshments are not allowed inside the lab.
- ✚ They should arrange their chair while leaving the lab.
- ✚ Students are informed to shut down the systems and switch off the lights before leaving the lab.

### **While using computers Students should**

- ✚ Be safe: It works on electricity. Be gentle: It is delicate.
- ✚ Keep it clean: It is sensitive to dust.
- ✚ Keep a correct posture: It can cause injury. Share equally: It is for everyone.



## Department of Rehabilitation Science

### Rehabilitation Science Lab

- ✚ Students should follow the lab timing strictly.
- ✚ The students are asked to maintain discipline in the lab.
- ✚ Food and drink are not allowed inside the lab.
- ✚ Students should not carry their bags and valuables things inside the lab.
- ✚ Students should not move around during the lab hours.
- ✚ When the students take the braille typewriter, walker and abacus they are required to enter the details along with their signatures in the lab book.
- ✚ The materials taken should be kept back in the respective places.

## Department of Commerce

### Commerce Lab

- ✚ Students should follow the lab timing strictly.
- ✚ Food and drink are not allowed inside the lab.
- ✚ Students should not carry their bags and valuables inside the lab.
- ✚ Chairs always should be pushed back close to the desk when they leave the lab.
- ✚ Students should not move around during the lab hours.
- ✚ Students should not use their pen drive or cd drive without the prior permission of the lab admin.
- ✚ When the students enter the lab, they should sign in the log book.
- ✚ Students should always be seated in the system allotted to them.
- ✚ Students are not allowed to play games in the computers, if found, they will be suspended from the lab session.
- ✚ Students are not allowed to use the internet without prior permission of the teacher.
- ✚ Staff of the respective department monitor effective utilization of the laboratories



### Department of Library

- ✚ Library membership is given to students for one academic year.
- ✚ Books issued are to be returned within 8 days after which 2 renewals can be permitted.
- ✚ Personnel books and files are not to be taken inside the library.
- ✚ Maintain silence and discipline in the library.
- ✚ Library books will be issued between 12:00-12:30 pm to 2:30 -4:00pm.
- ✚ Reference books are not for circulation.
- ✚ Sign in the register when you enter the library.
- ✚ Do not make any mark with pen/pencil in the book
- ✚ Do not fold/tear the pages.
- ✚ The books taken from the shelves must be left on the table and not to be kept on the shelves.
- ✚ Students are permitted to take 3 reference books from the library during the examination.
- ✚ Renewal of books is not allowed during exams.
- ✚ Students have to pay late fine if they don't return/renew the book in time.
- ✚ Fine will be charged Rs.2/- per day.
- ✚ Student can refer the reference book in the library during library hours by submitting I card. They have to return the book on the same day
- ✚ For book damage, fine will be charged 100% of the book cost.
- ✚ In case of book loss, students have to replace the book of the same author and latest edition or will have to pay book mentioned price.
- ✚ In case of loss of library Borrower card, students have to fill the fresh application for getting new borrower card.