Ethiraj College For Women(Autonomous)

Chennai-600008

Maintenance and Utilization Policy of the College

The maintenance and utilization policy assure the optimum utilization and proper maintenance of the support facilities. The policy aims at the following:

1. To achieve optimum utilization of the facilities and services.
2. To ensure uninterrupted and smooth functioning of all support services.
3. To upgrade, replenish, repair and replace resources and services periodically.
4. To prevent misuse and wastage of resources and services.
5. To ensure safety on the college premises.

- The academic programme of the College is from June to March. During the summer vacation, April and May, maintenance work which includes civil, electrical, plumbing, painting works etc. is carried out in the hostels and college buildings.
- The Heads of Department and other in-charges forward the maintenance work to be done to the Project Management Consultant (PMC).
- The computer systems are maintained by a team of Instrumentation Maintenance Assistants and a System's Administrator. All computers, printers and computer peripherals are maintained under Annual Maintenance Contract (AMC).
- Anti-virus and anti-malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.
- The Lifts and Biometric attendance machines are maintained under Annual Maintenance Contracts.
- Furniture and Fittings are maintained through carpenters who are engaged on a contract basis.
- A stock register is maintained in every department and updated periodically. Details of all the items purchased under various schemes are recorded in the stock register regularly.
- Sports and games materials are purchased periodically according to the strength of the students. Coaching camps are conducted for the students during the zonal or intercollegiate sports meet.
- The campus has a Botanical Garden in the Science Block. The campus also has small gardens. They are maintained by the gardener.
- The house maintenance team carries out a lock down of the building at the end of every day and ensures all electrical and electronic equipment not in use are turned off.
- All the washrooms are maintained by a team of house-keeping staff from an outsourced agency.
- The day-to-day maintenance of the college is managed by the PMC, supervisors, housekeeping staff, gardener, electrician and plumber.

Procedure for Utilization of Support Facility

Utilization and maintenance of laboratories:

1. Laboratories are allocated based on course requirements.
2. Standard operational procedures for handling chemicals, equipment and instruments are strictly followed.
3. Stock register is maintained and updated regularly.
4. Stock verification and inspection are checked by the heads of departments, VPs and Principal at the end of the academic year.
5. Equipmentand instruments are annually serviced.
6. Expired chemicals, old equipment and other objects are discarded following standard procedure.

Utilization of Library:

1. The Library timings on all working days is between 7.30 am and 5.00 pm.
2. Students can have access to the library with the College ID only.
3. Students can borrow books and hold them for 7 days and are entitled for 2 renewals.
4. The book can be renewed twice for similar period if no demand is found for the book.
5. Late return entails a fine of Re. 1/- a day. Sundays and other holidays are excluded from fine.
6. Lost books will have to be replaced.
7. Library stocks are cross checked by the departments annually.

Utilization of Computer Labs

College has language labs, business studies labs and Mathematics Lab apart from the separate computer labs for Computer Science, BCA & MCA departments.

1. Computer lab hours are allocatedbased on course requirement and timetable.
2. Lab Timetablesare drawn to ensure optimum utilization of the facility.
3. Computer maintenance is done through AMC, which is renewed periodically.
4. Non-repairable machines are identified and disposed in accordance with the standard disposal policy.

Utilization of Classroom

1. Classrooms are allotted as per the student strength.
2. Every class is allocated with a class teacher who supervises the maintenance of the classroom infrastructure.
3. Any repair or damage identified is informed by the class teacher to the head of the department, who forwards the request to the PMC.
4. Cleanliness of classrooms is maintained with the help of the full-time support staff.