



INTERNAL QUALITY ASSURANCE CELL

St. MARY'S COLLEGE, MANARCAUD

MAALAM PO, KOTTAYAM, KERALA 686019

NAAC ACCREDITED WITH B GRADE

Maintenance Policy and Procedure

Responsible Officers: The Management represented by the Manager, The Principal and the IQAC

Last Reviewed: May 2018

1. Departments in need of repair and maintenance work of equipment/infrastructure has to register the complaint in the College office giving the details of the maintenance required.
2. Technician visits the site and completes the maintenance as required.
3. The Job Completion Report is submitted to the Office superintendent.
4. Bill is generated and processed through the concerned authorities and forwarded through Principal for the final payment.
5. All monthly maintenance bills are brought to the notice of the Administrator.
6. The College has Annual Maintenance Contracts for computer related repairs and maintenance and power backup systems.

A) Procedure for Utilization of Support facility:

I. Sports complex:

1. The student can use any of the support facility available with the Physical Education Department by making a requisition in writing for the same in advance.

II. Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipment, and instruments



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are to be strictly followed

3. Stock register is to be maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.
2. This library card can be used for issuing two books for UG students and three books for P G students.
3. Non return of Library book on time will attract the applicable fine.
4. Students are allotted specific days of the week for taking books, but a book can be returned on any working day.
5. The student must scan Identity card and sign in the register upon arrival in the Library.
- 6 All college students are free to use the reading rooms available in the campus, which are open from 9.30 a.m. to 4.30 p.m.

IV. Utilization of Computer Laboratory:

1. The computer laboratory will be allotted to different classes and faculty based on syllabus and timetable.
2. Students can enter the computer laboratory only when there is an instructor or teacher and with a valid ID card.



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3. Office Superintendent and Technical Staff maintain all computers and peripherals.
4. All new requirements of computers are processed through the Principal.

V. Utilization of Class Rooms:

1. Classrooms are opened only on days when there is regular class in the college. It is kept locked at all other times.
2. Classrooms are allotted as per the student strength.
3. In the case of special class or extra class on holidays or after college timings, the classroom is opened only at the prior written request of the teacher conducting the class to the Principal.