



**MARKAZ ARTS AND SCIENCE COLLEGE**

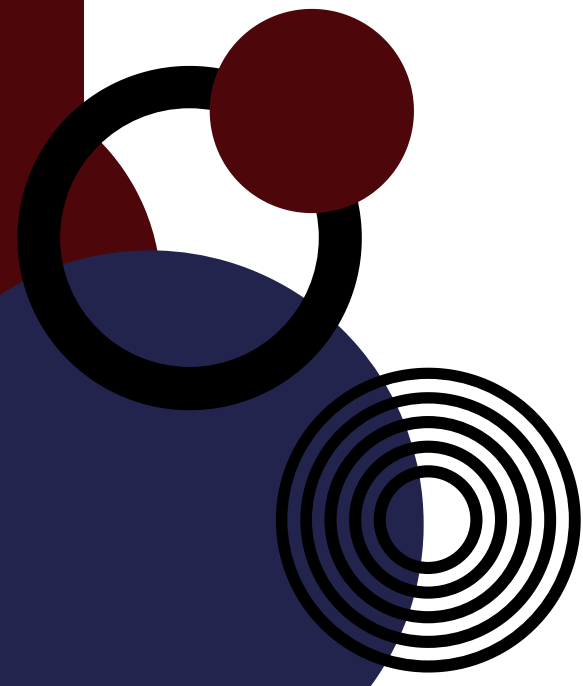
(Affiliated to the University of Calicut)  
Markaz Tharbiyyathul Islamiyyah, Athavanadu, Near Valanchery  
P.O. KARTHALA, ATHAVANADU, PIN:679571, MALAPPURAM DT., KERALA  
Ph: 9633 310 635, 8590 658 550 | Markazcollege@gmail.com | www.markazcollege.ac.in

# POLICY DOCUMENT

## INFRASTRUCTURE MAINTANANCE AND UTILIZATION POLICY

# **INFRASTRUCTURE MAINTANANCE AND UTILIZATION**

---



# **INFRASTRUCTURE MAINTANANCE AND UTILIZATION**

---

## **POLICY DOCUMENT**

### **Purpose**

The purpose of this policy is to ensure the effective maintenance and utilization of the college's infrastructure, including buildings, facilities, equipment and other physical assets.

### **Objectives**

- To ensure safe and efficient operation of the college's infrastructure.
- To maintain the infrastructure in good Condition to Support academic and administrative activities
- To optimize the utilization of the infrastructure to minimize waste and reduce costs
- To promote sustainability and environmental responsibility in the maintenance and utilization of infrastructure.

### **Guidelines**

- Department heads and faculty members are responsible for reporting any maintenance issues or defects in their respective areas to the authority.
- Any requisition for repairs and maintenance brought into the notice of Administrative Officer and Principal would be considered immediately based on the priorities.
- For the day to day maintenance cleaning, Staff have been appointed to Keep the campus neat and tidy.

## **physical infrastructure Maintenance**

- The classrooms and lecture halls are well furnished and sufficiently ventilated.
- The institute has hostel for girls and has appointed warden to look after proper functioning.
- To provide safe drinking water, water purifiers are placed in the campus which is routinely checked for filter change
- Damaged furniture in college and hostel are identified and repaired or replaced by new ones.

## **Laboratory Maintenance**

The institution has 10 laboratories; each lab is maintained by respective faculties with the help of lab assistance with proper stock maintenance of consumables and instruments. Any maintenance required for the lab or lab equipment's are brought to the notice of the principal by the Head of the Department. The required repairs are done by company technicians after collecting quotations verified by the A.O.

## **Library Maintenance**

The library is under the supervision of a well-qualified Chief - librarian. Library Advisory Committee consisting of principal, librarian and other staff members has been constituted for the smooth functioning of library. The committee provides necessary recommendations to improve the learning resources. Damaged books were checked and rebound annually.

## **Electricals and other maintenance.**

Electrical or plumbing complaints brought to the notice of the office are noted and submitted to the office regarding the damage or maintenance required. Minor maintenance work, is rectified by the in-house electrician/plumber. Major works are carried out after estimating calculations followed by the approval of AO and principal.

The college provides various facilities for sports which all looked after by Physical Education department.

The institution ensures the safety of staff and students. Round the clock security is provided by the security officials. CCTV is installed in all the prime locations. Parking facility is provided for staff and students.

Minor works pertaining towards the generators and the UPS are done by the in-house electrician.

## **Waste Management**

Institution has signed MoU with government bodies/ companies for proper waste management.

