



Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, * ISO 9001: 2015 Certified *

Policy on Infrastructure Utilities & Maintenance

Preface

Infrastructure is the foundation or framework that supports a system, organization or institution. Regardless of how it is created, an infrastructure must offer a suitable platform for all the functions of an organization. This book contains the systems and procedures for up-keeping and utilizing infrastructure in an effective way. The descriptions not only explain the procedures of utilizing computers, IT Infrastructure, furniture and other facilities, it also sets the stage for the optimal use of the above said infrastructure that may result in an absolutely conducive Academic Atmosphere. The rolled out systems and procedures in this book aim at mitigating the gap between the complexities of modern infrastructure and the interactions by the stakeholders within the institution.

1. Systems and Procedures for maintaining and Utilizing Computers

Computer Maintenance is very important for keeping the computer systems running smoothly in an educational institution. Computers shall be maintained in accordance with good maintenance practices. To ensure the effective functioning of computer systems, the following procedures for maintenance and utility are laid down:

- The Programmer is in-charge of maintaining computer systems in a Laboratory.



- The Programmer shall make sure that the configuration of each system is displayed. He / she shall maintain Stock Register with Date of Purchase of Equipment, Bill copy of each purchase obtained from the College Office, Serial numbers of Monitors, Hard Disks, RAMs, SMPS, Keyboards, Mouse, CD Drive (if any) details of the unused Hard Disks, RAMs and other equipment.
- The System Administrator shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.
- The Programmer shall ensure that every CPU is locked and sealed.
- A Log Register shall be maintained and duly signed by the respective practical in-charge.
- The Programmer shall be ready for an Audit likely to be held every three months. The Auditor Team shall comprise of the Administrative Advisor, IQAC Coordinator, ISO Coordinator, Bursar, Respective Head, System Administrator, and Hardware Engineer.
- In case of malfunction of any systems in the Laboratory, the Programmer shall inform the System Administrator. The System Administrator shall fill in the prescribed Form for Repair. He / She shall instruct the hardware engineer to repair the same. If there is any request of any spare, it may be notified to the System Administrator, the Purchase Coordinator and the Bursar.
- After purchasing the spares, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased spare may be handed over to the Hardware Engineer, the Programmer and the concerned HoD.

- The Hardware Engineer shall also keep and maintain the spare parts purchased with proper approval from the concerned HoD.

2. Systems and procedures for maintenance and utility of LCD

Projectors and Smart Boards

- The Hardware Engineer shall be responsible for the maintenance of LCD Projectors and Smart Boards.
- The Hardware Engineer shall fill up the prescribed Form for Repair in the event of any malfunction.
- The filled in Form for Repair shall be signed by the Purchase Coordinator and the Bursar.
- After purchasing the spares, the Hardware Engineer shall avail the outsourcing services based on circumstances.

Systems and procedures for maintenance and utility of UPS, Inverter, All Electrical Equipments, RO Plants and Water supply equipment

- The Electricians / Plumbers shall be responsible for the maintenance of the available UPS, Inverters, all Electrical Equipment, RO Plants and Water supply equipment.
- In the event of any malfunction the respective Head of the Department shall inform the Electrician / Plumber.
- The Electrician / Plumber shall fill in the Form for Repair and get it duly signed by the Purchase Coordinator and the Bursar in the event of spares purchase.

- After purchasing the spares, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased spare may be handed over to the Head of the Department and Electrician / Plumber.

3. Systems and procedures for maintenance and utility of Software, Wi-Fi, LAN, Broadband and Telephone connections

- The Software in-charge is responsible for the maintenance of software in computer systems.
- He / she shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.
- He / she is also the in-charge of the record keeping and maintenance of Wifi, LAN, Broad bands and telephone connections.
- In the event of any malfunction of the available software, the Administrative Heads shall inform the Software in-charge.
- The Software in-charge shall fill in the prescribed Form for Repair, requesting any software, duly signed by the Bursar and the Purchase Coordinator.
- After purchasing the software, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased software may be handed over to the Software in-charge and the Programmer.

4. Procedures and Policies for maintaining and utilizing Library facilities

The primary objective of our library is to develop, organize, preserve and deliver information and scholarly resources to the learners. In connection to this, our library with an area of 12,000 sq. ft., explores and implements new methods to provide effective information services, expand the library's resource collection and develop user friendly ambience.

The library has reading spaces for both staff as well as students. It has Internet-cum-Photocopy centre and a stack room. The library is fully automated with facilities such as e-Gate, bar-coded scanning and Online Public Access Catalogue (OPAC). Since 2012, Autolib - MS-SQL 6.0 Software is used in the library.

Our library has extensive print and electronic collections in display including 13 computers, 4 barcode scanners, 1 barcode printer and 1 laser jet printer, 6340 UGC book banks, 48013 books, 35 (30+5 free) bound journals, 1184 back volumes, 160809 e-books, 47 magazines, 3277 projects and 736 CD / DVD collection of other educational resources. Besides this, we subscribe to 30 print journals and 9 newspapers. Our library also offers additional services including referencing, scanning, photocopying, plagiarism check and browsing.

Working Hours:

The library is available for the use of its stakeholders as per the following working hours:

Monday to Friday	8.00 am to 6.30 pm
Saturday, Examination days and Semester Holidays	10.00 am to 4.00 pm
Government Holidays and Sundays	Closed

Deployment of the staff:

There is a Librarian, an Assistant Librarian and a Library Assistant. Students are encouraged to work in the library under the Earn While You Learn Scheme. Every year under the EWYL scheme, students are deployed in the library to assist the library staff.

Accession of Resources:

The students may visit the library during the allotted hour as well as free hours. The College ID is a must for a student to borrow a book. Without an ID, the student may refer to the resources available, but cannot borrow books. (Students' from other institutions are not allowed to access the resources of our library).

The Under Graduate students may borrow 2 books and the Post Graduate students may borrow 4 books at a time. The full-time research scholars may borrow 6 books and there is no issue of books to the part-time research scholars. However, the lending duration shall not exceed 14 days. As far as the teaching and non-teaching staff are concerned, they shall borrow 5 and 3 books respectively and the duration of lending shall not exceed one semester. Reference books for

competitive examinations are issued to the students at any point in time after making an entry in the reference register. The UG / PG/M.Phil projects in the library may only be referred to and not issued. Photocopying is also not permitted.

Other Library Services:

The Library provides ISBN for Conferences / Proceedings published by the departments at the time of seminars / workshops / webinars / symposia. Plagiarism check for research articles, projects and publications is offered free of cost with the assistance of Urkund software. Inlibnet – NLIST & DELNET service is provided to all the faculty members (both aided and unaided), M.Phil / Ph.D research scholars and PG final year students.

Loss and Defacement of the Books, Journals and other Articles:

Loss or Defacement of the books shall be immediately reported to the librarian. In the event of loss / defacement, the borrower has to replace the books or pay triple the amount of the original cost of the book within the stipulated time. The borrowers must take care of the library materials and must not deface them by scribbling, underlining or drawing. Removing any part of the book is also strictly prohibited.

Mending and Weeding out of Resources:

The mending of the books / journals / articles is done periodically. Nearly Five Hundred books a year are mended by binding them. The damaged books that cannot be mended are kept for sale at old books Sale Exhibition after obtaining proper permission from the Secretary through the Principal. Books that could not be kept for sale at the exhibition shall be weeded out by selling them on the basis

of weight. The income received through both the methods is again used for the purchase of new books.

Purchase of New Books:

The Library Advisory Committee meets every year and it facilitates the purchase of new books / journals. The Heads of the various departments also provide their requirements through requisition letters. Such requirements are also taken into consideration at the time of the purchase of new books. Newly arrived books / journals / magazines cannot be issued out of the library for a specific period.

Role of the Library Staff in Helping Users:

During the normal / usual working hours, the librarian and other library staff shall assist the users. They will also assist the users in locating a resource if the user is not able to do it. The library staff shall also assist the users in finding the resources offline / online. The library staff may check books in and out at the front desk. They sort and shelve the books as per the categorization under colon classification scheme. The following rules for the library staff are also laid down:

- Maintaining records of resources taken out and brought back
- Cataloguing new arrivals of books
- Assisting users with internet access and ensuring their technical requirements are met with
- Inspecting the condition of books before and after the issue of a book
- Settling disruptions or disturbances in the library
- Assisting with library events and reading sessions

Stock Verification:

Every year, the librarian verifies the stock of books with the able assistance of staff members in the library and department library. The report will be submitted to the Principal.

Sprucing up and Dusting:

The sprucing up of the library and its resources takes place periodically to maintain the library dust free. The furniture of the library is cleaned every day by the menial staff of the College. The dusting of the books is done every week with a vacuum cleaner.

5. Procedures and Policies for maintaining and utilizing Laboratories

The College ensures optimal allocation and utilization of the available resources for the upkeep and utilization of the laboratory facilities. The Department of Physics, Chemistry, Zoology, Computer Science, Microbiology, Nutrition & Dietetics and English have laboratories for the enhancement of educational aptitude of the students. These laboratories are put under optimum use as the shift system is in place. The Department of Physics has three separate labs such as the UG lab, research lab and the M.Phil. lab. The Department of Chemistry has a UG lab and an MMDD lab, an Add-on Courses lab and a research lab. The Department of Zoology has two research labs and a museum. The Department of Computer Science has a UG lab, a PG lab, an IT lab and a Hardware lab. The Department of Microbiology has a UG lab, Research lab and a Culture lab. The Department of Nutrition and Dietetics has a Cooking lab besides having a Bio-chemistry lab. The Department of English has a Language lab. The students of

both Shift I and Shift II shall make use of the laboratories during the allotted hours. Time-table for the utilization of the laboratories is framed and displayed as per the conduct of the practical classes.

Staff Deployment:

The Chemistry lab has a staff deployment of one store keeper and two lab assistants. The Physics lab has a mechanic and two lab assistants. The Zoology lab has one museum keeper and two lab assistants. The Microbiology and the Nutrition & Dietetics departments have 1 lab assistant each. All the Computer labs and the Language laboratory have one programmer each.

Maintenance of the Laboratories and Purchase of Apparatus

A budget shall be prepared by the respective departments at the beginning of every academic year for the purchase of apparatus and maintenance. An approval shall be obtained from the Principal and the Bursar for the same. After obtaining approval, the purchase of apparatus, chemicals and other equipment shall be done from out of the UGC Autonomous grants. In addition to that, the lab requirements are also purchased from the Government of Tamil Nadu Grants and College funds maintained by the College Managing Committee. Sprucing up of the laboratories is done on a daily basis by the menial staff. The waste of the laboratories shall be properly segregated and disposed as per the norms. e-Waste is sold out to the vendors. Configurations of the systems in the computer labs and the language laboratory are updated every year. Anti-Virus software is also updated every year by the programmer to ensure the effective operation of the systems. There is a fire extinguisher in all the labs. Uninterrupted Power Supply (UPS) is facilitated in all the laboratories.

Conduct of Practicals:

Concerning the Department of Chemistry, at the time of practicals, the storekeeper will provide chemicals and apparatus to the students after obtaining permission from the Head of the Department. In the Zoology lab, the museum keeper shall provide chemicals, apparatus and specimen to the students after obtaining permission from the Head of the Department. With regard to the Physics laboratory, the mechanic will issue the apparatus / equipment to the students after getting permission from the Head of the Department. In the Microbiology lab, the cultures and chemicals will be issued to the students by the lab assistant after obtaining permission from the Head of the Department. Vegetables / fruits / other ingredients / chemicals are provided to the students by the lab assistant after permission from the Head of the Nutrition and Dietetics Department. The requirements for all the laboratories are purchased from vendors. A separate cupboard has been allotted to each student in the Chemistry lab to keep the apparatus needed for practicals. Breakages shall be accounted for at the end of the year. The breakage amount collected from the individual student is deposited in the Government account and subsequently used for the purchase of new apparatus under the next year's budget.

Stock Verification:

Stock verification of the apparatus / equipment at all the laboratories is done every year with the able assistance of faculty members across the departments. The reports of the verification processes are submitted to the Principal for his perusal. Despite this, Audits by the Government of Tamil Nadu and Auditor General are also done periodically.

6. Systems and Procedures for Maintaining and Utilizing Classrooms

Classrooms are allocated to all the departments as per the time tables framed by the respective departments. Several of the classrooms are enabled with ICT tools such as LCD Projectors and Smart boards. There are 57 classrooms in total. 33 of them are enabled with LCD Projectors. 5 of them are mounted with smart boards. There is one Audio-Visual hall with an LCD Projector and motorized screen. It also has 75 Oxford Advanced Learner's Dictionaries.

Utility:

The classrooms are of three different areas. The language classes (Part I & Part II) are conducted in classrooms with an area of 900 sq.ft. The classes of the Commerce Department are also conducted in classrooms with an area of 900 sq.ft. Other major classes are held in classes with an area of 600 sq.ft. The M.Phil and PG Classes are held in classrooms with an area of 300 sq.ft. The classrooms are also used for other governmental and non-governmental organizations for the conduct of several programmes and competitive examinations after obtaining proper permission. At the beginning of every academic year, the Principal allocates classrooms for the conduct of classes by each department.

The classrooms are put to optimum use by the students of Shift I and Shift II. The classrooms are also utilized for the conduct of Add-on and certificate courses. Typewriting classes in collaboration with DoTE are also conducted in the available classrooms.

Furniture:

There are 705 desks, 717 benches, 42 tables, 44 wooden chairs and 166 steel chairs with writing pads. The classroom furniture, blackboards, LCD projectors and smart boards are regularly used by the staff and students of the institution and by others based on the availability of resources.

Maintenance:

The maintenance of the classrooms is a regular exercise. The sprucing up process is ensured by the menial staff and sweepers of our College. Cleaning is done twice a day and deep cleaning is done in the weekends. The plumbers, the electricians and the hardware technicians take care of the water supply, the electric and the electronic needs of the classrooms. The maintenance of furniture is done through hired carpenters. The landscape of the institution is maintained by the appointed gardeners.

7. Systems and procedures for maintaining and utilizing sports facilities

The College has an established system for maintenance and utilization of sports facilities. The following is the policy implemented to ensure the optimum use of sports facilities and their proper maintenance.

400 mts Standard Athletic Track with 8 lanes, a standard Football Field and a Cricket Field with a total area of 178250.36 sq.ft. We also have a cricket net practice pitch of 4305.56 sq.ft., a concrete Basketball court of 9,419 sq.ft., a Ball badminton court of 3173.20 sq.ft., a Volleyball open court of 2,326 sq.ft., a Kho-kho field of 7,125 sq.ft., a Kabaddi court of 1614.59 sq.ft, a hockey field of 138644.55 sq.ft. and two Tennis courts with an area of 14,400 sq.ft. Besides this

there is a Sports gallery with a 3105 sq.ft. and an Indoor Stadium with an area of 11170 sq.ft. having the facilities such as a Basketball court, Volleyball court, Badminton court, Table tennis, Archery, Silambam, Boxing and High jump pit.

Procedures to use the Sports Complex:

All the team players of the College teams such as Cricket, Volleyball, Handball, Kho - Kho etc., are permitted to use the sports complex and ground facilities. Attendance will be taken to monitor and ensure their presence. The two Morrum Tennis courts are maintained by the College Managing Committee members. Permission is granted for outsiders to use the Tennis courts on request. The entry to the Indoor stadium and the sports gallery is allowed only after making a note in the register. Despite the competitions pertaining to the institution, competitions / tournaments conducted by outsiders are also permitted based on the availability of the facilities and after obtaining permission from the Secretary. Events / competitions related to the Government of India / Tamil Nadu are permitted free of cost. Other (private) events / competitions are permitted after collecting a nominal amount to meet the maintenance expenditures.

Timings:

The ground facilities are open from 6.30 am to 9.30 am and from 3.30 pm to 6.30 pm every day. The Indoor stadium is open from 6.30 am to 9.30 am for boys and from 9.30 am to 11.30 am for girls. It is also open for both staff from 3.00 pm to 4.30 pm (Women) and from 4.30 pm to 6.30pm (Men). The Gymnasium of our College is also open for the use of the students as per the above mentioned timings.

Permission for Intramural and Practice Competitions:

Permission for the conduct of the intramural competitions for games such as Cricket, Basketball, Volleyball, Hockey etc., is granted by the Principal on request. The players of the College teams may practice both in the morning and evening during the allotted slots. The players / athletes are given hostel accommodation and it is convenient for them to avail the facilities of our sports complex during the time of their practice. The athletes also make use of the synthetic facilities available at the nearby Anna Stadium for their practice. It is one of the remarkable locational advantages of the institution that enables the grooming of our athletes / players and facilitates the opening of more avenues in the Sports Arena.

Maintenance of the Sports Facilities:

The grounds are levelled and cleaned using a bull dozer every year. Patches of shrubs and bushes are removed then and there by menial labourers. Watering / curation / rolling of the fields and pitches are done on a regular basis. Cleaning of the sports equipment in the Indoor stadium and sports gallery is also done periodically by the labourers. The Marker takes care of marking on the fields and pitches before the start of any competition / event. The expenditures for the maintenance of sports facilities are met with the Annual Allocation from the sports budget.

Staff Deployment:

There is one Physical Director who will be available from 8.00am to 1.00pm, 1 Assistant Physical Director available from 1.00pm to 6.00pm and 1 Physical Directress available from 10.00am to 5.00pm. Besides this, there is a

Marker who takes care of marking of grounds / fields / pitches. He is available from 9.30am to 6.30pm. Overseeing of the practice sessions on all weekdays is taken care of on the basis of turn duty by the staff of the Physical Education Department. The staff maintain an entry register for the issue of sports articles and issue permission slips for practice sessions.

Stock Verification and Damaged Articles Management:

The stock verification of the sports articles in the sports complex is done during the last week of March every year. The verification report is submitted to the Principal. The damaged sports articles are displayed for an auction during the last week of June every year. The income generated from the auction is used for the purchase of new sports articles after obtaining concurrence from the Sports Council that meets thrice every year.



PRINCIPAL

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SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011**