

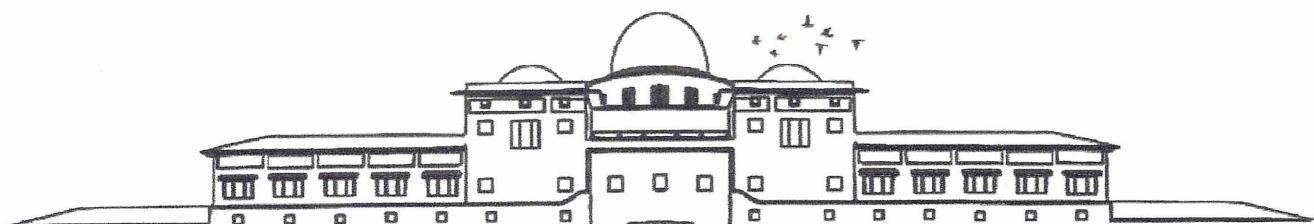


SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



MAINTENANCE AND UTILISATION POLICY

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**





POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The classrooms and lecture halls are sufficiently ventilated, provided with adequate number of tables, chairs, whiteboards, ceiling fans and CFL lamps. LCD projectors are installed in all classrooms. The institute has separate hostel for boys and girls.

The institution has appointed “wardens” for both hostels to look after proper functioning. Any requisition for repairs and maintenance brought into the notice of Administrative Officer (A. O.) and Principal would be considered immediately based on the importance/priorities with the approval of both of them. The Ladies hostel has an in-house Sewage Treatment Plant (STP), where the waste water is collected and treated. Discharged water is used for gardening purposes. A resident nurse is available at hostel and in case of emergency; the college provides vehicle facility to reach nearby hospital. As our management runs their own hospital, ambulance facility is also available. The institute prepares budgets in consultation with maintenance committee and obtains approval from the management for carrying out various maintenance activities required for every year.

PHYSICAL INFRASTRUCTURE MAINTENANCE

Annual Maintenance Contract for physical infrastructure maintenance

The college has tie-up with different companies to provide Annual maintenance of equipment available in the campus. Annual Maintenance contract (AMC) is signed every year for the following equipment with their contracts specifying terms and conditions for servicing.

- Two generators provided in the campus facilitate uninterrupted power supply which are routinely serviced with free oil and filter changes as a part of the AMC.
- To provide safe drinking water, water purifiers are placed in the campus which is routinely checked for filter change according to the conditions which is included under AMC.



- The EPABX telephone (intercom system) and library photocopier is also covered in the AMC under which any replacement of card & board and toners (for every 1000 prints) are required to be replaced within a day as per AMC contract..

Building maintenance

The college has appointed a Project Engineer and supervisor for maintenance of buildings. Any request for repairs or maintenance are forwarded through the Project Engineer and carried out in consultation with the Chief Operating Officer. For the day-to-day maintenance, cleaning staff have been appointed to keep the campus neat and tidy. Painting of the campus is done once in a year. Damaged furniture in college and hostel are identified and repaired or replaced by new ones.

Laboratory maintenance

The institution has 11 laboratories; each lab is maintained by respective faculties with the help of lab assistants 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 Administrative officer by the Head of the department. The required repairs are done by company technicians after collecting quotations verified by the A.O. and approved by the Principal.

Library Maintenance

The library is under the supervision of a well-qualified Chief-Librarian who is in charge of planning, buying books, and maintaining the library. Library Advisory Committee (LAC) consisting of Principal, Librarian and other staff members has been constituted for the smooth functioning of library. The committee meets at regular intervals and provides necessary recommendations to improve the learning resources. Book selection, proposals and complaints with respect to the functioning of the library are addressed regularly. Damaged books were checked and rebound annually.



Electricals and other maintenance

Electrical or plumbing complaints brought to the notice of the office are noted in the Compliant Register kept in the college office or a requisition form is 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 the Principal.

As part of overall development, the college provides various facilities for sports which are looked after by Physical Education department. Maintenance of sports includes leveling of ground, cricket pitches, painting of courts and other equipment.

Safety of staff and students are of utmost importance to the college. Round the clock security is provided by security officials who are supervised by the officer on special duty. CCTV is installed in all the prime locations. Parking facility is provided for staff and students at the entrance of the college. The buses are fitted with speed detection system (speed governor) as well as GPS. The drivers of the bus have ultimate responsibility for seeking information and reporting requirements of repair and maintenance. Pollution checks are done regularly as well as any other repairs required is undertaken immediately.

E-waste management

Institution has signed MoU with progressive e-recycling and trading company, and an e-waste corner has been set up inside the main building. Damaged laboratory equipment, computers, monitors, printers and batteries are sold as scrap materials on systematic basis.

DIGITAL INFRASTRUCTURE MAINTENANCE

AMC for digital infrastructure maintenance

Annual Maintenance contract (AMC) is signed every year for the following equipment with their contracts specifying the terms and conditions for servicing. The college software (new version of **CAMPUS ERP** tool and hostel module) and 3 central UPS to which all the computers are connected are also covered under the AMC with change of batteries required



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every three years. Minor works pertaining towards the generators and UPS are done by the in-house electrician. The college has several computer systems located in the administrative office, front office, library, computer lab, staff rooms, laboratories and a server which are under the supervision of system administrator whose role includes routine checks and minor repairs. Any requirements for replacement of parts or systems are brought to the notice of the Principal and purchase of the parts is done after receiving quotes from different vendors. The college website is handled by the website coordinator. All-important notices concerning academics, exams, assignments and internal assessment marks are uploaded in the website, approved by the committee director, concerned H.o.D. with the concern of college principal.



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