



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with A Grade, ISO 21001 2018 Certified Institution.
Affiliated to Bharathiar University Coimbatore. Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

Mob: 73737 66550, 99432 66008, 90951 66009



POLICY FOR RESOURCES UTILIZATION AND MAINTENANCE



PRINCIPAL

Sree Saraswathi Thyagaraja College
(Autonomous)
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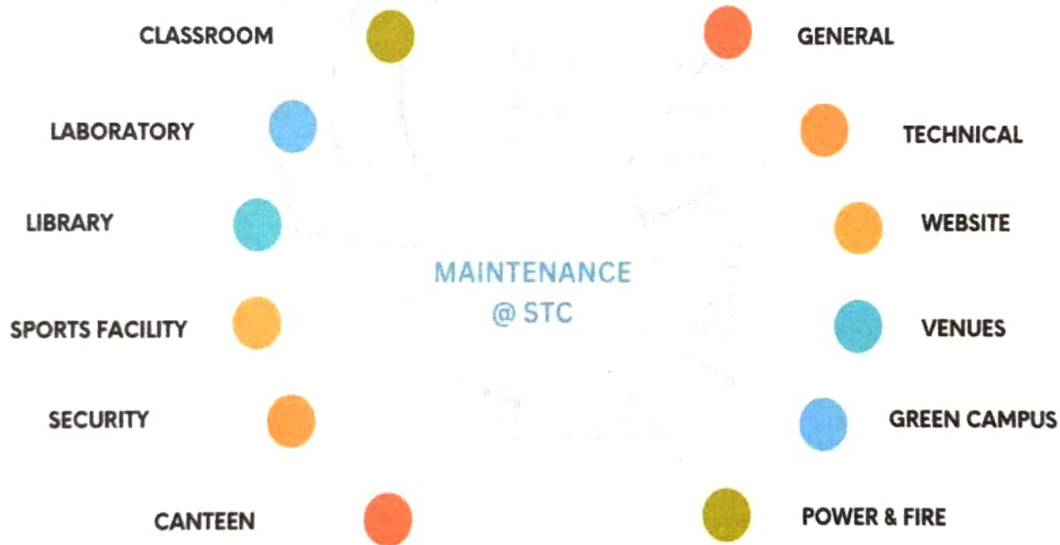
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POLICY FOR RESOURCES UTILIZATION AND MAINTENANCE

Sree Saraswathi Thyagaraja College has installed physical and technical infrastructure for the benefit of students, faculty, and staff to ensure the participants of the journey in education are safe, comfortable, and enabled to reach their personal goals as well as the organization goals, thereby contributing to the building of a strong nation and a safe world.

The policy document details the maintenance scope under major maintenance categories. (Additional details can be found in *Appendix A*).



RESOURCES UTILIZATION & MAINTENANCE

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GENERAL MAINTENANCE

The College has a maintenance team headed by the Administrative Officer (AO) of the College. The AO is the overall in-charge of the maintenance of infrastructure and coordinates the maintenance team. He is assisted by a carpenter, an electrician, a plumber and a support staff team.

In addition to the regular maintenance work, any major repair or renovation work is reported to the Management team which in turn, outsources it to appropriate agencies. The General Maintenance team meets daily and undertakes the following work on regular basis.

- The classrooms, staff rooms, labs, library, and common areas are cleaned daily by the support staff.
- The restrooms for boys and girls are cleaned twice a day.
- Continuous flow of water is ensured in the restrooms.

TECHNICAL MAINTENANCE

The technical support team is headed by the Director, School of Computing Science. The team ensures that all the technical facilities are maintained regularly for uninterrupted service. The technical team meets fortnightly or as and when need arises.

Internal complaints register is placed in the administrative office and all the complaints regarding the infrastructure, technical faults in the projectors in the class room, electrical appliances are recorded in it and the issues are rectified by the person concerned in due course of the time. The redressal of complaints is monitored by the Academic Director on weekly basis.

Optimum utilization of classroom with ICT facility is ensured and a register is maintained in every department for booking ICT sessions by the faculty.

WEBSITE MAINTENANCE

The website committee is headed by the website coordinator and assisted by faculty from the departments of AI & ML and English. This team manages and monitors the uploading of information on the college website on a regular basis.

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VENUE BOOKING

Booking for various venues such as seminar halls, conference halls, laboratories and auditorium is done through office reception.

GREEN CAMPUS MAINTENANCE

The College has a team of efficient and experienced gardeners to maintain the flora in the campus. Seasonal and herbal plants are nurtured for green and healthy environment.

CLASSROOM MAINTENANCE

The Central Maintenance team oversees classroom maintenance. The rooms are cleaned twice a day. Repair and maintenance of assets are undertaken on need basis.

LABORATORY MAINTENANCE

The coordinator of the computer center along with a technical support team monitors the use and maintenance of the computer labs in the College. A log book is maintained by the lab coordinator which has details of stock in the laboratory, and the student's access to the lab is recorded with the details of in-time and out-time. Psychology lab is maintained by the faculty of the respective Department.

LIBRARY MAINTENANCE

The library is maintained by the library committee headed by the librarian. She is assisted by a team of staff as well as support staff. Separate log book is maintained for students and faculty to record their visit to the library. The librarian maintains the accession register and also the files pertaining to the purchase of books and renewals of periodicals and e-resources.

SPORTS FACILITY MAINTENANCE

The sports facilities (Volley Ball Court- 2, Basket Ball -1, Ball Badminton -2, Tennis -1, Hand Ball – 1, Kabaddi, Foot Ball, Koko, Fitness Centre) are maintained under the supervision of the Director of Physical Education, Assistant Director of Physical Education, and Volley Ball Coach. They are assisted by 2 support staff assigned to the department of Physical Education. The field used for track and field events is regularly mowed and




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maintained for regular practice and conduct of interdepartmental and intercollegiate competitions.

SECURITY

The campus is widely covered with CCTV surveillance with 102 cameras which is maintained by the IT wing of the College. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff.

FIRE EXTINGUISHERS

79 fire extinguishers are placed in different places and refilled on a regular basis. Overhead water tanks in Main Block with a capacity of 5000 liters (drinking water) and 5000 liters (usable water), New Block with a capacity of 5000 liters (drinking water) and 20,000 liters (usable water) and Sports Block with a capacity of 5000 liters are connected to hoses which are available to meet any unforeseen contingencies.

POWER SUPPLY

A generator of 125KVA power and 100 Solar panels which generates 20 KVA powers is installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.

CANTEEN


A canteen spread over an area of 5375 sq.ft with separate cooking area facilitated with gas pipelines and service areas, caters to the need of the students. Food court with an area of 1800 sq.ft is available.

Quality check of the canteen is undertaken periodically by AO and Action Taken Report is maintained. A separate dining space exclusively for faculty is available.

OUTSOURCED MAINTENANCE

- ✓ Maintenance of A/Cs, Water Purifiers, and computers is done from time to time.
- ✓ Pest control measures are undertaken as and when required.





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APPENDIX A

Dos and Don'ts

I. COMPUTER LAB

- ✓ Students should maintain punctuality
- ✓ Students shall wear ID cards.
- ✓ Students should place their belongings outside the lab.
- ✓ Students should sign in the login register to mark their presence.
- ✓ Students are not permitted to leave from the lab without prior consent of the staff concerned.
- ✓ Students should remove their footwears while entering lab.
- ✓ Students should bring lab related materials to record the observations.
- ✓ Students should avail the allotted systems only.
- ✓ Students should refrain from loitering and idling during the lab hours.
- ✓ Students should utilize the systems for the allotted learning process only.
- ✓ Students should maintain silence during the teaching learning process.
- ✓ Students should shut down the systems properly after completing their practical.
- ✓ Solicit your cooperation to empower you to for next generation.

II. CHEMISTRY LAB

SAFETY

- ✓ Safety glass with side shields and face mask must be worn at all times when handling the chemicals.
- ✓ It is strongly suggested that the laboratory uniform and shoes while working in the laboratory should be worn.
- ✓ Do not perform unauthorized experiments. If extra experiments are needed, consult your faculty.




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- ✓ Never taste or smell chemicals. When smelling chemicals, don't sweep the vapors towards your nose with your hand.
- ✓ If any chemical touches your skin, flood the area with water and notify your instructor. Make a habit of washing your hands before leaving the laboratory.
- ✓ Protect your hands if you have to pick up hot objects. Use tongs or towels whenever practicable.

MAINTENANCE RULES

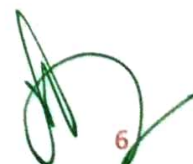
- ✓ Keep the workbench and sink neat and clean. Do not allow broken bits of glass, sticks of matches, etc., to lie on the table or sink. Put them in dustbin immediately.
- ✓ Keep the apparatus clean and properly arranged on the workbench.
- ✓ Close the water tap immediately after the use; do not waste water.
- ✓ If any apparatus is broken, report at once to the lab-in-charge.
- ✓ When the burner is not being used, lower the flame. As soon as the work is over close the gas tap.
- ✓ Before you leave the laboratory wash every apparatus clean, wipe the worktable and hand over the apparatus to the laboratory assistant.
- ✓ Once you have taken a reagent from a bottle, never pour it back even if there is some excess.
- ✓ Replace reagent bottles in their proper places at once after the use and see that they are stoppered. Never remove more than one reagent bottle at a time.

WASTE DISPOSAL

- ✓ Used chemicals are diluted discharged into the sewage.
- ✓ Plastic containers are washed several times and sent as scrap.
- ✓ Broken glassware is collected separately.
- ✓ Chemical spills are neutralized properly.

POLICY FOR RESOURCES UTILIZATION AND MAINTENANCE




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FIRST AID PROCEDURES

Even with the best precautions, sometimes an accident may occur.

If this happens, here is what you should do.

- ✓ Call or notify the member of the staff who is charge of the day's work.
- ✓ Clothing on fire: do not run, rapid movement will only fan the flames. Role on the floor to smother the fire and to help keep the flames away from your head. Wrap the body in a heavy blanket or wet gunny bags.
- ✓ **FIRE WHILE BURNING OF REAGENTS:** Extinguish gas burners in the vicinity. Small fires in flasks or beakers make usually are smoothed by covering the opening with asbestos sheets; wire gauze or wet towel.
- ✓ **ACID ON CLOTHING:** Neutralize with Ammonium hydroxide and then wash thoroughly with water.
- ✓ **ALKALI ON CLOTHING:** Neutralize with dilute acetic acid and then wash thoroughly with water.
- ✓ **ACID IN EYE:** Wash thoroughly and profusely with running water. Bathe the eye with 2% sodium bicarbonate solution, using an eyecup. Dry with sterile gauze and put several drops of olive oil into the eye and consult a doctor.
- ✓ **ALKALI IN EYE:** Wash thoroughly and profusely with running water and the eye-lids should be held widely open especially when caustic alkalis have entered the eye. Bathe with boric acid solution. Dry and add a drop of olive oil into the eye and consult a doctor.
- ✓ **ORDINARY HEAT BURNS:** Don't use water. Apply sodium bicarbonate Vaseline paste or *Burnol* and consult a doctor.
- ✓ **ACID BURNS:** Wash first with running water and then with sodium bicarbonate solution. Cover with solid sodium bicarbonate for 10 minutes and consult a doctor.
- ✓ **CUTS:** Remove particles or glass, if any are present. Wash the wound with water and then apply tincture of iodine and cover with a sterile bandage.

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✓ POISONING

- ✓ By Strong Acid: Give plenty of water or milk. Then give two tablespoons of limewater.
- ✓ By caustic alkalis: Give plenty of water or milk. Then give an orange or a lemon juice.
- ✓ **INHALATION OF GASES:** Go to fresh air in case a noxious gas is inhaled.
- ✓ A first aid box is available in the laboratory with all necessary medicines, solutions, small scissors, bandaging and other materials that may be needed in accidents.
- ✓ Do not panic. Report each accident even very slight, to the instructor. Consult the doctor in each case.

III. PHYSICS LAB

Dos and Don'ts

- ✓ Conduct yourself in a responsible manner at all times in the Laboratory.
- ✓ Don't talk aloud or crack jokes in the lab.
- ✓ A lab coat should be worn during laboratory experiments.
- ✓ Dress properly during a laboratory activity.
- ✓ Long hair, dangling jewelry and loose or baggy clothing are hazardous in the laboratory.
- ✓ Observe good housekeeping practices.
- ✓ Replace the materials in the proper places after the work to keep the lab tidy.
- ✓ Do not wander around the room, distract other students, startle other students or interfere with the laboratory experiments of others.
- ✓ Do not eat food, drink beverages or chew gum in the laboratory.
- ✓ When working with electrical circuits be sure that the current is turned off before making adjustment in the Circuit.

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- ✓ All electrical supplies must be safely put away after use.
- ✓ Equipment cannot be removed from the labs for any reason without prior permission from the faculty in charge.
- ✓ Please exercise caution when handling liquids in the vicinity of electrical equipment.
- ✓ Working in the lab during late evening hours after everyone has left is not recommended.
- ✓ If you want to work then please get prior permissions from the faculty in-charge.

Lab Safety Guidelines

- ✓ Obtain authorization from the lab in charge prior to entering the lab working area.
- ✓ Ensure that safety devices are adequate, appropriate and in good working order.
- ✓ Wear appropriate personal protective equipment when conducting work using hazardous materials or procedures.
- ✓ Every student should know the locations and operating procedures of all safety equipment including First Aid Kit(s) and Fire Extinguisher.
- ✓ Laboratories must be locked if no one is in the lab.
- ✓ Both your safety and safety of others depend on your behavior and attitude

IV. LIBRARY - LEARNING RESOURCES CENTER

Rules and Regulations

- ✓ The library is kept open from 08.30 am to 06.30 pm, on all working days.
- ✓ Students/Staff should scan their ID card in the E-Gate Register while entering and leaving
- ✓ Open Access System is followed, using which the members are allowed to go directly to the bookshelves and select the books.
- ✓ Strict silence should be maintained in the library and reading room.

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- ✓ For all UG/PG students, books are issued from 08:45 am to 05.45 pm. except during class hours.
- ✓ All UG/PG books are issued during
 - 08:45 am - 09:30 am (Before classes begin)
 - 11:30 am - 11:45 am (Interval)
 - 12:30 pm - 01:30 pm (Lunch break)
 - 03:25 pm - 05:45 pm (After classes are over)
- ✓ Maximum number of books that can be issued to students/staff are
 - UG courses - 4
 - PG Courses - 5
 - M. Phil and Ph D scholar - 8
 - Teaching Staff - 10
 - Administrative Staff - 3
- ✓ Students/Staff should sign Book Issue and Returned register while taking and returning books respectively compulsory.
- ✓ The borrowed books should be returned within 15 days from the date of issue.
- ✓ The student must produce his/her identity card at the time of borrowing books.
- ✓ Marking inside or damaging the books not allowed.
- ✓ The borrowed books should be returned on or before the due date. No reminder will be sent.
- ✓ Lost books can be replaced by submitting a copy of a new book with same title and author or paying double cost, books which publication copy is 5 years old if lost 5 times of the book amount will be collected as fine.
- ✓ If a book is not returned on the due date, an overdue charge of 50 paise per book / per day will be levied.
- ✓ Books should be returned only in the counter.
- ✓ Only single paper and diary are allowed.

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- ✓ The arrangement of chairs and other furniture in the reading area should not be disturbed.
- ✓ During Annual Day Celebrations, Best Library User Award will be given for students and staff.
- ✓ Competitive magazine is issued (Back volumes) for 3 days with additional one-time renewal.
- ✓ Signing in the usage slip of Journals and Magazines is compulsory.
- ✓ First Aid Box is available in the library.
- ✓ Digital Library can be utilized only for e-Books, DELNET and INFLIBNET use.
- ✓ Use of Mobile Phone is not allowed inside the library.

V. SPORTS & GAMES

Rules and Regulations

- ✓ Players must respect the rules of the sport
- ✓ Players must not put themselves and others at risk.
- ✓ Don't argue with referee
- ✓ Listen to your coach
- ✓ Take Health and Safety seriously
- ✓ Be a Team Player
- ✓ Enjoy the Wins and Learn from the Losses
- ✓ Strive to be Great
- ✓ Follow Etiquette Rules
- ✓ Smoking and chewing of gum are strictly prohibited within the college campus and at all sporting games.
- ✓ The Sports authorities will determine, from time to time, the clothing requirements and appropriate footwear for each game and will publish them in the specific rules posted at the game concerned.

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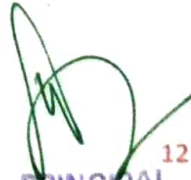
- ✓ To conduct any other activities in the games, students must obtain prior approval from the Director of Physical Education.
- ✓ Any student considered to be a danger to themselves or to other users must leave the area if requested to do so by the Director.
- ✓ Students who are suspected to be under the influence of alcohol or drugs or banned substances may be refused access to games by the Director.
- ✓ Students who contravene the rules or misuse any of the games may be asked to leave the area or the game by the Director either temporarily or permanently.
- ✓ Where damage is caused to the equipment or the sports of the College, the student who is responsible for such damage shall be liable to pay the cost of its replacement or repair to the College.

I. Repair / AMC / Maintenance of Equipment & Facilities

- Staff members can enter the maintenance and repair requirements in the register available at Administrative Office. It is the responsibility of Administrative Officer to check the register regularly and initiate the required steps to address the issues.
- The Secretary conducts periodic checks to ensure the efficiency and working conditions of the infrastructure.
- Adequate in-house staff need to be employed for housekeeping, gardening, electrical & plumbing works.
- The civil and electrical works are to be maintained by the concerned persons and monitored by Administrative Officer regularly.
- Minor repairs of laboratory equipments are done by lab assistants and major repairs are outsourced.
- After completion of job, Administrative Officer shall verify the quality of maintenance work.
- Emergency maintenance work should be carried out on priority basis.

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- Optimum working condition of all equipment on the campus is ensured through Annual Maintenance Contract (AMC). The annual maintenance includes maintenance of Generator, Air Conditioners, CCTV Cameras, Water Purifiers, Xerox Machines etc.
- AMC can be signed with service providers after getting the approval of management to support and proper maintenance of the infrastructure.

II. Housekeeping/Cleaning

Housekeeping process is carried out throughout the institution premises, canteen and hostel facilities to maintain hygiene and cleanliness. Housekeeping is done by the cleaning staff appointed by the management. Administrative Officer will monitor over all housekeeping.

Library Maintenance

- Each book is assigned on accession number, which is kept in the Book Stock Register.
- Staff and students visit the library to use the books; the visitor's information is kept on file in the E-Gate register on a daily basis.
- A book transaction register is kept in the library for the issue and return of books.
- A gate entry register is kept for the Digital Library.
- Periodicals and non-book items are kept up to date every year.
- Every day, daily newspapers are kept in the library.
- Once a year, the newspapers are disposed based on the date of purchase.
- A fire extinguisher is kept in the library in case of fire.
- A feedback from staff and students are received periodically in order to improve the Library.
- Old books, journals and periodicals are bound to avoid damage.
- Physical stock verification is performed in the Library once a year.
- Every day and evening, the library book shelves are reorganized.
- Every morning, all section furniture is cleaned.



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- Every day, the working conditions of all computer systems and printers are examined.
- Computer systems and printers are cleaned on a daily basis.
- Every day, the library shelves and book rags area are cleaned.
- Every week, all electrical components are inspected.

Laboratory Maintenance Procedure (Computer Lab)

- Under the supervision of the HOD/Director, the technician in charge does regular maintenance work as per the maintenance schedule, which is then reordered in the maintenance register.
- The IP peripherals of the system are maintained and serviced in accordance with the contained method.
- Stock register is kept separately for consumables and non-consumables.
- Consumables are monitored and verified at the beginning of every semester.
- Non-consumables are serviced every year by the Lab Technician. If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to attend the service. In response, the supplier/manufacturer may visit the campus and service the same, for which a service charge will be charged. If the supplier wants to take the system peripherals to their location for repair, the malfunctioning system peripherals, the supplier will provide with an oral service estimate. If it is acceptable, the faulty equipment is repaired and serviced equipment is used.
- At the end of the semester, the maintenance work is cross checked by the faculty in-charge and the HOD/Director.
- System maintenance in the Laboratories is done based on the need.
- UPS maintenance is also done periodically and based on the need; it is processed immediately.

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Classroom Maintenance Procedure

- The classrooms are well-furnished, and the desks and benches are well organized.
- The Green board is cleaned after each session by the faculty concerned and it is cleaned with water in the evening by an attendant every day.
- Every week, the classrooms are cleaned twice.
- Students are instructed to dispose of waste in the dust bin
- For electrical faults in fan/tube lights, the student representative will notify the Class in-charge. The Class in-charge will notify the section concerned (Electrical maintenance Section) via the HOD.
- The projector in the classrooms is ensured to be turned off when the students leave the classroom every day, and the lights and fans in the classroom are turned off by the students themselves when they leave the classroom every day.

Maintenance of Audio-Visual Equipment

- The LCD projectors are tested for proper operation and brightness. Its air filters are cleansed in response to notifications from the projectors.
- If the LCD projector cannot be maintained by the in-charge technician (for example, bulb replacement and comprehensive cleaning if the illumination is dull), service workers from outside are recruited based on payment.
- The pad controls in the mixer units of audio systems are cleaned once a semester.
- During the semester break, microphone wires and sockets are examined for correct soldering and terminal tightness.
- The speaker line and speakers are verified for correct terminal connections and earth connections.

POLICY FOR RESOURCES UTILIZATION AND MAINTENANCE




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PRINCIPAL

Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University Coimbatore. Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

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Maintenance of CCTV surveillance camera

- In addition, technician in-charges will provide maintenance service in response to requests from various departments
- The major equipment, such as NVRs and cameras, will be maintained and monitored on a daily basis by a campus-wide centralized NVR monitoring facility.
- If the technician is unable to repair the defect, the supplier/manufacture will be notified of the nature of the problem and asked to come to the Institution for service. If the supplier requires that the equipment to be repaired at their place, the malfunctioning equipment will be sent to the repair center via them. When necessary, the maintenance work is cross checked by the system Manager of the system group.

Maintenance of Networking & Intranet

- Every day, system administrators will do regular maintenance using the Mikrotik access point monitoring capability; additionally, CISCO switches are maintained by technical in-charges in response to requests from various departments through web interface.
- In the event of a switch fault, the supplier/manufacture will be notified of the nature of the fault and the switch will be delivered to them for service or repair.
- If the supplier requests that the faulty equipment's be sent to the authorized service center, the faulty the equipment will be sent to the service center.
- The status of the access points will be reported to the system management, and the maintenance work will be reviewed.
- Network administrators and lab technicians adopt and maintain Intranet addresses.

OUTCOME

- ✓ Effective Utilization and maintenance of resources
- ✓ Safe and secure educational environment

POLICY FOR RESOURCES UTILIZATION AND MAINTENANCE




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