



Key Indicator - 4.4 Maintenance of Campus Infrastructure

4.4.2 There are established systems and procedures for maintaining and utilizing physical and academic support facilities – classrooms, laboratory, library, sports complex, computers, classrooms etc.

Maintenance Policy

CAUVERY COLLEGE FOR WOMEN
(AUTONOMOUS)
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INFRASTRUCUTRE MAINTAINANCE POLICY

CLASSROOM & LABORATORY MAINTENANCE:

- ❖ Ensure a clean, safe, and conducive learning environment in the classrooms and the laboratory for students and faculty.
- ❖ Conduct regular inspections to identify and report any maintenance issues.
- ❖ Assign a representative to carry out routine cleaning, repairs, and upkeep of the infrastructure.
- ❖ Ensure that classrooms are adequately equipped with necessary supplies, such as whiteboards, markers, projectors, and seating arrangements.
- ❖ Ensure that the rooms are securely locked when not in use.
- ❖ Staff incharge and lab assistant must report any equipment malfunction or safety concerns.
- ❖ Regularly communicate laboratory maintenance schedules, safety guidelines, and updates to faculty and students.
- ❖ Maintain accurate records of equipment inspections, repairs, and safety training sessions.
- ❖ Enforce strict guidelines for the proper disposal of laboratory waste, including chemicals, biowaste and other related materials.
- ❖ Strictly adhere to the safety protocols and proper waste disposal.
- ❖ Conduct periodic audits to assess compliance, identify areas for improvement, and implement corrective actions.

IT MAINTENANCE:

- ❖ Conduct routine inspections of hardware components and software components to identify and address potential issues promptly.
- ❖ Implement a schedule for regular software updates and patches to enhance security and functionality.
- ❖ Enforce robust cybersecurity measures to safeguard against potential threats and data breaches.
- ❖ Provide regular training sessions for faculty, staff, and students on the proper use of IT resources and adherence to security protocols.
- ❖ Establish effective communication channels with IT vendors for timely support and updates.
- ❖ Ensure IT systems comply with relevant laws and regulations to safeguard the integrity and privacy of data.
- ❖ Conduct periodic IT audits to assess compliance, identify potential vulnerabilities, and implement corrective actions.

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CRITERION IV

MAINTENANCE POLICY

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SPORTS AND GYM MAINTENANCE:

- ❖ Create a vibrant, safe, and inclusive environment that supports the physical well-being of all college community members.
- ❖ Ensure that sports fields, courts, and gym spaces are regularly cleaned to maintain a hygienic environment.
- ❖ Ensure all sports and gym equipment meet safety and quality standards through regular assessments and procurement from reputable suppliers.
- ❖ Establish a feedback system for users to report issues, provide suggestions, and communicate their needs for continuous improvement.
- ❖ Plan for periodic upgrades to gym equipment to meet evolving fitness standards.
- ❖ Conduct orientation programs for athletes, gym-goers, and coaches to promote proper facility usage and equipment handling.
- ❖ Implement a responsive maintenance system to address any reported issues swiftly and minimize disruptions to sports and fitness activities.

OTHER INFRASTRUCUTAL MAINTENANCE:

- ❖ Install and regularly maintain CCTV systems across key areas of the campus to enhance surveillance and deter unauthorized activities.
- ❖ Assign security personnel to monitor surveillance systems and respond promptly to security incidents.
- ❖ Explore and integrate advanced biometric authentication methods to secure access to sensitive areas.
- ❖ Implement a preventive maintenance schedule for routine checks, fluid changes, and tire rotations to prevent breakdowns and ensure optimal vehicle performance.
- ❖ Fire safety is ensured through routine inspection and refilling of 109 fire extinguishers in college and hostel premises, enhancing emergency preparedness.
- ❖ Adhere to all safety regulations and standards for college transport vehicles, ensuring they meet or exceed local transportation safety requirements.
- ❖ Maintain detailed records of all vehicle inspections, repairs, and preventive maintenance activities for accountability and historical reference.
- ❖ Maintain high standards of hygiene, safety, and service excellence in college canteen.
- ❖ Enforce strict adherence to hygienic food preparation, handling, and storage practices to prevent contamination and ensure food safety.
- ❖ Implement regular quality checks on food items and ingredients to maintain high culinary standards.
- ❖ Implement an efficient waste management system to ensure proper disposal of food waste and packaging materials.



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