

POLICY ON REPAIRS AND MAINTENANCE

Carmel College of Arts, Science & Commerce for Women has a number of policies, procedures and practices to govern its ITR operations. Carmel College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. It also has regular maintenance and periodic replenishment of essential facilities. College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities so as to have optimum utilization of the facilities in order to have effective college functioning. Maintaining supporting facilities in the campus requires a meticulous system of maintenance. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities.

- Budget provisions are made for new as well as old facilities, repairs and maintenance.
- Annual departmental budgets are made available by the office in the month of July
- Infrastructure committee is constituted by the Principal with the Principal / Vice Principal as chairperson.
- Departmental requirements for new purchases and maintenance of old equipment is collected every year and approved by the Principal / Vice Principal as per the requirement
- Stakeholders' suggestions are considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each department.
- Depending on availability of funds, requirements are fulfilled under guidance of Principal / Vice Principal.
- The Heads of Departments of the college take a periodical review of repairs and maintenance requirements of their respective departments.
- The institution has annual maintenance contract (AMC – member are from the management) for physical facilities and equipment which is maintained on a regular basis.
- ISO 9001:2015 Certification auditors certify the proper maintenance and utilization of all the facilities in the college.

- The cleaning and the maintenance of the classrooms and laboratories are done by the multi-tasking staff (MTS) as per cleaning schedule which is monitored by head of the department.
- Laboratory rules and regulations are prepared and displayed for students.
- The instruments are calibrated by an authorized calibration agency. For calibration 'Annual Maintenance Contract' (AMC) is given to various agencies by the departments
- The college has adequate number of computers with IT facilities maintained by the System Administrator
- The college website is maintained regularly by our System Administrator along with the IT faculty.
- Maintenance of electrical equipment is regularly done through service agencies visit on call basis.
- Pest control is carried out at regular intervals.
- All facilities like the fitness center, sports facilities, playgrounds and open areas, health care center and the parking zones are maintained on a regular basis.
- Repair works whether major or minor are monitored by the Principal / Vice Principal along with the management and completed as soon as possible. Electrical, carpentry, masonry and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by college from different sources as well as from the management. For major electrical work, the electricity department of Nuvem is contacted.
- Sanitation purchases are done by one of the Multi-tasking Staff member under the guidance of one of the management personnel. Whereas other purchases of the laboratories and departments are done after inviting three tenders and handing them over to the college office for scrutiny subject to the approval by the Principal / Vice Principal.
- The maintenance and cleaning of the classrooms and furniture is done by the non-teaching support staff.
- The college has adequate number of computers with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. All the computer related facilities are maintained by the technically skilled experts appointed by the management.

- CCTV cameras are installed in various and prominent places on the campus.
- The students are charged for the laboratory expenses at the time of admission as suggested by the statutory body and in addition to that non-salary grants are allocated for the maintenance of the laboratories and the classrooms which are a part of the teaching – learning process.
- The gardener appointed by the college maintains the garden.
- The maintenance of the generator, CO₂ cylinders and incinerators is regularly done through AMC.
- Library maintenance is done by management by allocation of an annual budget. Library software is maintained by AMC. Disinfecting and keeping the library clean is done frequently by library staff.
- The maintenance of the sports department of the college is seen by the management from the amount allocated for it in the annual budget by purchasing the equipment and other requirement of the department needed in the form of infrastructure etc.

Laboratories:

The college is equipped with laboratories for Botany, Chemistry, E-commerce, Electronics, Psychology, Zoology and Food Technology. Equipment is purchased by the college office on recommendation of the HOD after due procedure of invitation of bids / tenders. The instruments are properly maintained and periodically serviced by company technicians.

Computer Laboratory:

The college is equipped with three Computer Laboratories and maintains desktops. The systems are maintained with the help of the hardware technicians, systems administrator and IT faculty appointed by the management. It uses licensed software.

Library:

The college library includes a reference section, lending library, magazines, journals, periodicals and local and national daily newspapers. It has reading halls with internet and computer facilities, a net café and an annex which houses the media room and the IQAC room with a smart board. Two separate systems are used to operate the reading and borrowing of books. Annually the library infrastructure is maintained with the help of the Committee for library maintenance. The Fire & Safety policy periodically

maintains the fire extinguishers. Library is student friendly with open access and wi-fi facility, bar-coded books, computer systems. Library software (Libsys) is used in its management. It also has a stack-room. Biometric is maintained to check the entry and exit of the students.

Classrooms:

The institution possesses spacious classrooms which have sufficient fans, tube lights and desks. Some classes are in an amphitheatre set up. All the classrooms are provided with fixed LCD projectors with display screen. Common Laptops for the use of the lecturers are provided by the college. Repair and maintenance of class room infrastructure is done according to the ISO procedures adopted by the college.

LED Screen:

An LED screen is installed in the administrative block below the college office. All important notices, information regarding college affairs and events is displayed regularly and refreshed daily along with announcements and information about upcoming events. Notices on outside activities, seminars, workshops, inter – college events are also displayed.

Sports Complex:

The department of physical education functions from a separate block under the supervision of the Director of Physical Education a permanent position at the level equivalent to that of an associate professor. The college has a football ground with natural turf which has recently been upgraded under GSUDA (Goa State Urban Development Agency); separate courts for volley ball, basketball, kho-kho, tennikoit; an indoor multi-utility stadium for badminton, table tennis, gym, snooker, pool table, room with geyser for hot water, changing and locker rooms; spaces and facilities for other sports activities are also provided. The running track / walking / jogging track is used by students, staff and local community and maintenance of that facility is done with the help of the management.

Other Facilities:

College has a separate designated building for PG Courses – MA, M. Com and M.Sc. It also has a canteen facility which is outsourced. Parking facility is provided separately for the faculty and for the students is also made available. The college

houses IQAC / Conference room, NSS room, NCC room, Common room, Health Room and a Cooperative Stores. The college has provided a common staffroom along with separate staffroom for Science Departments, Commerce Stream and to some Arts Departments. Water dispensers cum coolers are installed in various places and in the common staffroom with facility for cool, hot and ambient temperature water.

The Administrative Staff is provided with all basic and modern amenities like a refrigerator, microwave, hot plate, and a conducive space for meals.

A register is maintained in every department to record the stock and the consolidated report is submitted to the Principal annually

Date of Implementation: February 2020

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