

SHAILABALA WOMEN'S AUTONOMOUS COLLEGE, CUTTACK
MAINTENANCE POLICY AND PROCEDURE MANUAL
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Introduction

Shailabala women's autonomous college, Cuttack maintain a policy and the systematic operation of minimum standard operation procedure for the maintenance of all infrastructures relating to the Academics, Research and administrative systems of this institution. It provides guidelines to follow to vivid works of this institution. This is a Government Organization, thus we follow the quid lines of the government Educational Maintenance policy. However it is also an Autonomous college, so we should have to follow the separate own policy for our own maintenance of the Departments.

Therefore it is necessary to modify the policies as required by the situations.

THE GOAL OF MAINTENANCE POLICY

This policy provides the formula for the successful maintenance of the Departments. Shailabala Women's Autonomous College, Cuttack has 22 numbers of Departments with their own Heads. We follow common Minimum Programs of Higher Education Department of Government of Orissa.

PROCEDURES

Maintenance of class rooms-Class room means, Departmental class rooms Tutorial class rooms, Where teaching aids are maintained by the respective Departmental staffs and supervised by the Respective Heads. The Heads of the department report to the Principal periodically for the maintenance of works.

The following works are maintained by the students.

service	Frequency	Responsible person
Cleaning of Class rooms and Black Board	Everyday	HOD (OR) TEACHER

Maintenance of Laboratories

The respective faculty members , staff, Lab Assistant and other service personnel are given responsibility under the Supervisions of HODs

The stock Registers, asset registers, Log books ,tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectifications.

The standard operating procedures for all high equipments are made available to the users.

The breakage of glassware used by students is entered in the Breakage Register.

The following services are in the work force for Up keeping of laboratories.

Services	Frequency	Responsibility Authority
Clearing of laboratory and Chalkboards	Everyday	Lab Technician

Maintenance of Conference Halls, and Auditoriums.

Above mentioned halls are under the maintenance of housekeeping team and are used for organizing academic meetings, seminars , conferences and cultural events. For accessing the facilities, the organizing staff members submit a request application to Principal.

The following services are available in above mentioned halls.

services	Frequency	Responsibility
Cleaning of conference Halls/ Seminar halls/ Auditorium	Daily	Attendee
Floors dust mop, High and low dusting		Attendee
Emptying wastebaskets		Attendee
Working Condition of PA System, Projector and Projector screen		Technician

Maintenance and Utilization of Library and Library Resources.

The library staff is clearly instructed for the care and handlings of Library documents,

1. During Processing
2. During Shelving
3. During Conveyance of documents

The following steps should be taken

1. Bound volumes and not to be sorted out from their fore edges, as this process weakens the binding.
2. Shelves should not be fully packed. A too full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
3. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly with great care.
4. Magnetic Disk o documents containing disc(s) should not be kept open or near any magnetic or electric equipments, such as tape recorder, air conditioner etc. such materials should be kept in dust-free, temperature and humidity controlled room.
5. Proper pest management should be done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches etc

service	Frequency	Responsible authority
Book Binding	Once in a semester	Asst. LIBRARIAN
Taking of pest control measures		DO
Old volume maintenance	Once in a year	DO
Cleaning of tables, chairs and Bookshelves	Daily	DO
Floors dust mop, wet mop, high and low dusting		DO

Maintenance of Sports complex.

The sports equipments, fitness equipments, grounds and various courts are supervised by and maintained by the Physical Instructors.

The following services are in work force for up keeping of sports complex

service	frequency	Responsibility
Watering	Daily	Physical Education staff
Rolling		
Marking		Physical Education staff
Grass cutting		Physical Education staff
Basket court painting		Physical Education staff

Maintenance of computers.

The hardware department and its support staff the ICT Cell facilities including computers servers. The maintenance includes the required software installation, antivirus and up gradations. Campus WI-FI maintain by the respective centers.

The following service are work force for up keeping of computers

Service	Frequency	Responsible authority
Software installation	weekly	Respective staff
Hardware Repairs		Respective staff
Computer Peripherals		Respective staff

MAINTENANCE OF HOUSE KEEPING

Cleaning of the Campus areas including the academic and administrative buildings is performed daily in the morning before the regular class begin with the help of the outsourced house keeping team. Toilets are cleaned thrice everyday. Whole campus are maintained by the house keeping supervisor who will be reporting the completion of works to the Principal.

service	Frequency	Responsible Authority
	Officers	
Cleaning of office room furniture	Daily	Attendees
Floors dust mop,wet mop, High and low dusting		Attendees
	Stair case and corridors	
Cleaning of steps and floors	Daily	Attendees
Wet mop		Attendees
	Rest Rooms	
Cleaning of toilets		Attendees
Disinfecting all washbasins and rest rooms	Thrice in a day	Attendees
Wet mop, High and low dusting		Attendees
Emptying waste Baskets	Daily	Attendees