

Sophia Girls' College (Autonomous),

Ajmer



MAINTENANCE POLICY

Preamble

The Institution believes in the ideal utilization of resources and facilities so time and again proper maintenance of infrastructure is done and all efforts are put in together to give a positive feel to the students.

Scope

The College has a framed policy for maintaining, updating and budgeting of physical, academic and support facilities. The policy is pertinent to all the members of the College

Infrastructure and Maintenance Committee:

A committee is established to implement and monitor the infrastructure and maintenance. The composition of the committee is as follows:

- Dr. Sr. Pearl - Principal (Ex- Officio Chairperson)
- Dr. Sr. Rani - Manager
- Sr. Preetam – Office Superintendent & Coordinator
- Mr. Pankaj – Lab Assistant
- Mr. Tej Singh - Lab Assistant

Role and Responsibilities of Infrastructure and Maintenance Committee-

In order to provide holistic development it is important to provide adequate, comfortable and accessible physical infrastructure students. The committee bears the responsibility to establish, enhance and maintain the infrastructure of the Institution.

- 1) The committee shall create a plan for the upgradation and extension infrastructure.
- 2) The committee shall assess the infrastructure needs of the Institution by keeping abreast of industry trends and society needs.

- 3) The committee shall lay down the guidelines and monitor the maintenance of infrastructure.
- 4) The committee shall augment library and support services.
- 5) The committee shall enhance IT infrastructure for the efficient integration of ICT in the academic process.
- 6) Laboratories shall be upgraded to meet the requirements of research and industry.
- 7) The committee shall strictly follow national standards of the environment protection and safety.

Building/ Maintenance

- First the need is analysed
- Three quotations are invited, analysed and selected.
- The matter is put forward to the Governing body of Sophia College Education Society and approval is sought.
- The college takes full care about the protection of the environment while implementing any initiatives.

Laboratory Maintenance

- The college has 16 laboratories and every year a budget is allocated.
- Each Laboratory maintains an order book, stock up-gradation and stock maintenance register.
- Before the commencement of the new session the Departments write their requirements in the order book and requisition form and it is forwarded to the Committee.
- A certified technician comes to repair the non-working equipments.
- At the end of the academic year an external lab audit is done by Faculty members of other Departments.

Library

- The College has one Central Library along with 19 Departmental Libraries.
- Before the end of the session a library audit takes place both in the central and Departmental Library.
- The Central library also has its own webpage for displaying all the library materials.
- The Librarian sends out requisition forms to the HODs of different departments for the procurement of new Books. The requisition lists are submitted to the Librarian
- The Library Committee scrutinises and finalizes the purchase order.

Sports

- A special fund is given to the Sports Department for the procurement of sports materials and equipment.
- Before the commencement of the new session the Sports Department writes their requirements in the order book and requisition form and it is forwarded to the Committee.
- Before the end of the session a sports audit takes place.

Lecture Rooms

- The college has 44 Lecture Rooms.
- The classrooms are spacious, and well ventilated with sufficient lights and fans.
- Each Classroom has a Computer and a LCD projector installed.
- The College also has 7 smart classrooms.
- The College has sufficient well maintained furniture for the Students and Faculty members.
- Every class has a Class Representative who helps take responsibility to monitor the cleanliness of the Lecture Room. She also reports to the Committee incase anything in the Lecture Room needs repair, replacement or maintenance.

Campus Security

- The College and Hostel has security guards 24 x 7 round the clock.
- CCTV cameras are installed at strategic locations in the College and Hostel to strengthen the safety and security.
- Fire extinguishers are installed in every corridor and especially near electric panels and laboratories which have inflammable material.
- Fire safety equipment shall be inspected and maintained by the technicians from the Fire department on a regular basis.

Others (Support facilities)

- Day to day maintenance is carried out by our very own efficient electricians, plumbers and Computer Technicians on the campus.
- Maintenance is carried out for computers, LCD projectors, xerox machines, water coolers and purifiers air conditioners, solar panels and lights, plumbing, electrical equipment as and when required or on a yearly basis by qualified technicians.
- E waste management policy is followed to discard the worn out electronics.