

## **INFRASTRUCTURE MAINTENANCE POLICY**

CMS has put in place various standard operating procedures and policies which are aimed to provide a continuous and sustainable development of its facilities. The Management council periodically reviews the policies and key actions towards the achievement of the College Vision and Mission, especially the attainment of its excellence in education. The Governing body, Academic council and Board of studies work hand in hand and take care of the major academic affairs of the institution. The College Council forward the requirements of infrastructures to the main committees. These committees analyse the requirements and forward to finance committee to prepare budget. Funds allotted and works are frequently monitored through the periodic meetings of the committees. The College Council, Staff/Heads Council and IQAC are also constantly analysing the requirements for improving the overall academic ambience of the College.

### **Procedures for maintaining and utilizing physical, academic facilities:**

A core team has been constituted comprising of the Principal, management representative, estate manager, Department HOD, Teaching Staff secretary, Non-Teaching Staff secretary directly takes care of the classrooms, faculty rooms, administrative block, seminar halls, auditorium, hostels, gardens, laboratories, sports facilities, gymnasium etc. The procedures given below are adopted for maintaining and utilizing physical, academic and support facilities:

- a) Facility management team supervised by dedicated maintenance supervisor who takes care of all the civil work and the physical maintenances with sufficient approvals from building committee.
- b) Housekeeping and cleaning of premises/facilities are ensured under the supervision of staff-in-charge.
- c) Seminar halls, auditorium, gymnasium is allotted based on a booking system.
- d) Each department has its own trained and dedicated staff to maintain laboratory equipment under the guidance of a lab-in-charge faculty member. Sophisticated testing equipment are allotted based on a booking system. Annual maintenance contracts are in place with suppliers for the maintenance of laboratory equipment.
- e) Central library works on all days and is well utilised. Library committee functions to ensure the constant enrichment of the library collection and improve optimal usage.

**Procedures for maintaining and utilizing IT facilities:**

A dedicated System Administrator for IT facilities is responsible for the up keeping and maintenance of all the computers and surveillance cameras and is also responsible for maintaining the network and internet inside the campus.

**Procedures for maintaining and utilizing sports facilities:**

Sports section has dedicated Physical Education Director, instructors, coaches. They are also facilitated with ground men who maintain and clean facilities and grounds. All regular maintenance is managed by the physical education department while major works are addressed by maintenance supervisor.

**Procedures for maintaining and utilizing other supporting facilities:**

**The Purchase committee:** Subject to Government of Kerala's Stores Purchase Manual (G.O (P) No.3/2013/SPD, dated 21.06.2013); the purchase committee will collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments. Afterwards they manage tendering procedure from the manufacturers, suppliers and dealers until the goods/equipment delivered. The committee ensure the quality and standard of goods. In the event of disagreement in the Purchase Committee, the matter will be referred to the competent authority for final decision.

**Building Committee:** The building committee maintains the existing buildings and help construct new buildings and the committee will arrange for maintenance of the college building, adopt schemes for renovation if and when necessary, select engineer / architect where technical expertise is required for execution, supervise construction works if done departmentally.

**IQAC: The Internal Quality Assurance Cell (IQAC)** functions for improving overall quality of the institution. The cell takes care of special projects under grants such as UGC-Special Heritage, RUSA, DBT Star College, B. Voc, Autonomy etc. They also help teachers in matter of promotion through CAS, maintain IT policy etc.