



PRIST
DEEMED TO BE
UNIVERSITY
NAAC ACCREDITED
THANJAVUR – 613 403 - TAMIL NADU

**INSTITUTIONAL INFRASTRUCTURE
UTILIZATION CUM MAINTENANCE POLICY**

Institutional Infrastructure Utilization cum Maintenance Policy

The policy for maintaining and utilizing physical, academic and support facilities

The Institution has a number of policies procedures and practices to govern its operation. The policies are meant for day-to-day dealing. They provide guidance to members in a number of academic areas. The Institution 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

Ample Human resources are appointed absolutely for maintenance and upkeep of campus infrastructure. A maintenance supervisor and maintenance assistances (electrician and plumber) assist in upkeep and maintenance of infrastructure facilities. The institute outsources the maintenances of infrastructure facilities. Following is the list of Annual maintenance contracts.

- ✓ Annual Pest Control Service Contract
- ✓ Fire Extinguisher system Maintenance
- ✓ UPS
- ✓ Water Tank Cleaning

AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency. The green campus is maintained by the gardener appointed by the Institution. Maintenance of Equipment & Computing Facilities: The institute has dedicated staff that overlooks the maintenance & upkeep of equipment & computing facilities of the institution. All the standalone and dedicated computers and network systems connecting these computers are taken care of by the respective departments, system department and technical assistants. All the electrical and electronics equipment deployed in institute are looked after by the team of electrical maintenance staff consisting of electricians and engineers. Routine computer maintenance, software installations, networking are handled by respective Department. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

The maintenance of generator is regularly done by AMC. Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping library clean is done frequently by library staff.

In case of equipment / machines if it is not covered by a warranty or maintenance contract, the department may elect to have the repairs performed by vendor/manufacturer. All the records pertaining to equipment / machine's warranty, maintenance contract shall be maintained by the department housing the equipment / machines. All the records pertaining to physical education / sports equipment's warranty, maintenance contract shall be maintained by the sports department.

Procedure for Utilization of Support facility:

Sports:

1. The department of physical education functions in a separate room.
2. The management has appointed a lady physical director to look after the sports activities of the girls.
3. The Institution has a large ground which has a separate court for Cricket, Kabbadi, Volley ball, Basket ball and other sports activities.
4. The students can use any of the support facility available with the physical education by making a requisition in writing for the same in advance.
5. Upon receipt of the letter the Director, Physical Education confirms the availability and the department/ Institution can make use of the specific facility.

Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed.
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4. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed.
5. Consolidated Stock register is to be maintained and updated regularly.

6. Consolidated Stock verification and inspection has to be carried out by the committee constituted by Dean at the end of the Academic Year.
7. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
8. Any deviation/discrepancy in any of the above is to be brought to the notice of the Dean immediately.

Utilization and maintenance of Computer Laboratory:

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.
2. The department of Computer Science maintains all computers and peripherals.
3. All outdated and old computers are disposed through donating the same to neighboring schools.
4. All new requirements of computers are processed through Department of Computer Science.

Utilization and maintenance of Library

1. The Institution owns an enormous library which has got a vast reading hall. It facilitates a Net café, Smart Classroom, own book reading hall, separate systems to operate reading and borrowing books.
2. Every student must procure a Library Card within one week of taking admission.
3. This library card can be used for issuing two books every 15 days.
4. Non return of Library book on time will attract the applicable fine.
5. Every student can access online journals and magazines through computer terminals available in the E Library.
6. The student must sign in the register upon arrival in the E –Library.
7. Students can access the books available on the Library from computer
8. All Institution students are free to use the central reading rooms available in the campus, which are open from 8.00 a.m. to 10.00 p.m.

Utilization and maintenance of Class Rooms:

1. The institution possesses spacious classrooms which have sufficient fans and tube lights and desks.
2. Each teacher is given responsibility for the maintenance of one class room.
3. The in charge teacher informs the Institution maintenance head about the requirement of repair / cleanliness.
4. The house keeping team is clean the classes regularly.
