ST. THOMAS COLLEGE (AUTONOMOUS)
THRISSUR, KERALA - 680 001

NAAC 4th Cycle Accreditation

College with Potential for Excellence
NIRF Ranking 2021: 64

www.stthomas.ac.in
iqac@stthomas.ac.in

4.4.2. INFRASTRUCTURE MAINTENANCE AND UTILIZATION POLICY

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.
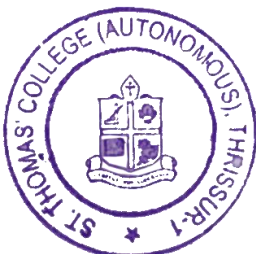
Objective:

- To ensure state of the art infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To coordinate between the allocation and utilization of Resources like Classrooms, Seminar halls, Conference halls, Auditorium, Library, Laboratories, and Sports complex.
- To avert mismanagement and misconduct of college amenities and services.

Scope of the Policy:

The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution (HEI). Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college and thereby aiding in its transformation into a university. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

General Infrastructure

- The new infrastructure requirement, raised by various stakeholders, shall be discussed at various levels of authority, such as College Advisory Committee and St. Thomas College Trust Board. Once approved, it will execute through the office of the Principal/bursar.
- The departmental requests for new purchases duly signed by the Head have to be submitted to the College Purchase Committee for endorsement.
- Every department has to keep a stock register and complaint register of the departmental infrastructure facilities and an annual stock verification has to be done.
- The upkeep of college infrastructural facilities will be performed by Technicians, Masons, Plumbers, Carpenters and Painter deputed by the Management.
- The fixation and revision of the rental amount of infrastructural facilities is made by the Trust Board in consultation with the Advisory Committee.

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Class Rooms, Seminar/conference Hall and Auditorium

- The Management has assigned an office staff with the responsibility of the Classrooms, furniture and other materials and to ensure safety and security of the entire campus.
- The Department Heads have to carry out a periodic inspection of the academic facilities to assess the repair and maintenance requirements of their respective Departments.
- A Maintenance Complaints Register is maintained in the College office to register their grievances of the staff and students related to infrastructural cleanliness and maintenance. The complaints can also be raised through the College Grievance Redressal Cell.
- The cleaning of the campus is done by the house keeping staffs, appointed by the management
- The utilization of the campus for campus drives, central and State competitive exams such as NET, SET, PSC, LBS, JAIIB, CS, ICAI, Cooperative examinations and Bank examinations during holidays and weekends will be decided by the Principal, Campus Manager/ Bursar.
- Restricted use of the College infrastructural facilities like Auditorium, Class Rooms and Seminar halls are allowed for the outsiders on daily rental basis without disturbing the academic activities. The applicant has to submit their application elaborating the nature, purpose and time of the event, attached with the broacher, to the Principal/ Campus Manager/ Bursar for the permission.

IT Infrastructure

- IT Infrastructure facilities are open to all the staffs and students. IT Hardware Installation and Maintenance is performed by Technical Assistant and team in college on request of HOD or authority.
- The everyday procedures of the allotment and maintenance of computer systems have to be intimated to the Head of the Department by the lab assistants.
- The requirement of the repair of the systems has to be reported to the Technical Assistant appointed by the Manager through the Head of the Department and the Department Head has to check whether the timely action is taken.
- A stock register and a complaint register have to be kept in the Computer Labs and have to be regularly inspected by the Head.
- The technical Assistant will be in charge of the maintenance and repair of the Internet and Wi-Fi facility for the entire campus.

Laboratories

- The laboratory assistants take care of the laboratories. Maintenance works, when needed, are to be reported to the office by the Head of the Department.
- Students are not permitted to remain in the laboratory without the supervision of a laboratory staff and should adhere to Laboratory Rules and Regulations prepared by the department.

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- All injuries, accidents, spills, and breakages should be reported to laboratory personnel as soon as possible.
- All faculty, students, staff and visiting scholars shall adhere to a standard laboratory dress code and use personal protective equipment (PPE) when working in potentially hazardous situations or around potentially hazardous materials and/or equipment.
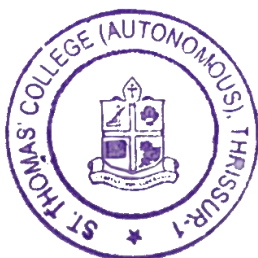
Sports Infrastructure

- The proper utilization and maintenance of the Sports Infrastructure is the responsibility of the Head of the Physical Education Department.
- A Stock Register of the Sports materials has to be kept in the department and an annual stock verification has to be performed.
- The Ground Marker has to take care of the maintenance of the play Ground and supply of the play kits.
- A prior written permission from the Principal/ Campus Manager/ Bursar is required for the use of the College sports facilities by the personnel other than St. Thomas College sports students.

Library

- The policy for the utilization, maintenance and augmentation of the library facilities has to be framed by the Library Advisory Committee.
- The librarian has to ensure the implementation of the library policy. The requirement of the infrastructure augmentation and maintenance shall be intimated to the Principal/Campus Manager/Bursar in written by the librarian.
- The librarian has to confirm the entry of the new books to the stock register.

Hostel infrastructure

- Hostel Committee consisting of the Manager, Principal, Warden, Bursar and the Finance officer of Thrissur Archdiocese will carry out the administration by framing rules and regulations for the discipline and mess administration of the hostel.
- The Hostel warden has to be vigilant in maintaining the discipline of the hostel.
- The periodic repair of the hostel infrastructure is to be carried out by the Warden.
- An admission register, Complaint book and movement register have to be kept in the hostel office and entries to be reviewed.

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