



# **J.J. College of Arts and Science (Autonomous)**

**Re-Accredited by NAAC with “A” Grade in 3<sup>rd</sup> Cycle  
Affiliated to Bharathidasan University – Tiruchirappalli  
J.J. Nagar, Sivapuram Post, Pudukkottai – 622 422**

## **POLICY DOCUMENT FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

## **POLICY DOCUMENT FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

One of the key areas in administration is the establishment, utilization and maintenance of various types of infrastructure. The success of investments made in infrastructure depends on proper utilization. The utilization of infrastructure could be monitored through periodical supervision and measures like computerized entry, biometric monitoring of entrances and exits and the appointment of adequate maintenance and supervisory staff and issue registers, utilization registers etc. The College has a well-tried-out policy towards maintenance of infrastructure.

### **Objectives**

- ♣ To ensure proper utilisation and upkeep of all types of infrastructure
- ♣ To instil a preservatory and conservatory culture among students and employees
- ♣ To maintain the academic and ecological ambience of the campus
- ♣ To satisfy the expectations of all stake-holders regarding infrastructural facilities
- ♣ To ensure that the investments made are rewarding
- ♣ To maintain existing infrastructure spick and span and improve upon it

### **Implementation**

1. To maintain the physical infrastructure, there is a separate engineering and sanitation wing
2. The usage of learning facilities like libraries and the laboratories is monitored through the Gate-Register and Electronic Entry Monitoring system, the Issue Register and periodical checking of usage
3. The College has maintenance wing for electronic and computer systems. There are AMC's with the suppliers of major equipment's.
4. The playgrounds, gym and the sports facilities are also effectively maintained by frequent claying, sand-filling and weeding and de-grassing
5. The support facilities are monitored through a team of staff under the guidance of the Co-ordinator General. The head driver keeps track of the entrances and exits of vehicles, their mechanical health and the way they keep to time. The Chief Security Officer and the

Estate Officer take care of housekeeping and routine maintenance of roads, drains and keep the campus clean litter free.

6. The water systems and irrigation facilities are maintained by the Gardener and his team.
7. The Health Centre is maintained by an experienced Nurse. When necessary the staff from the College of Nursing step in for assistance and if the issue warrants it, sick students and staff are referred to nearby hospitals and offered transportation assistance.
8. The Campus is under CCTV surveillance.
9. There are rainwater harvesting systems in every block and a solar energy panel in the PG block
10. All the procedures needed for maintaining the Campus eco-friendly and pollution-free are implemented by the CSO and the sanitary staff.
11. The gardens and the greenery too are well maintained through periodical pruning.
12. The Secretary of the College himself oversees all these initiatives with crusading zeal.

### **Outcome**

The green Campus and the academic eco-friendly ambience have been achieved through careful implementation of a well-directed plan of action under this policy for proper utilization and maintenance of infrastructure.

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