



JMJ



COLLEGE FOR WOMEN

(AUTONOMOUS), TENALI - 522 202

Affiliated to Acharya Nagarjuna University



Rev. Fr. MATHIAS WOLFF S.J.
FOUNDER - SOCIETY OF MJJ



**POLICY FOR MAINTAINING AND UTILIZING
PHYSICAL ACADEMIC AND SUPPORT
FACILITIES**

POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The institution has defined procedures for maintaining physical, academic and support facilities as per the maintenance policy.

MAINTENANCE SECTION:

- The institution has outlined excellent procedures and policies for maintaining and utilizing physical, academic and support facilities. It is designed and revised keeping in view of the statutory requirements, technological developments, infrastructure need and the guidance of the College Governing Body.
- The campus Supervisor looks after the overall maintenance of the campus.
- There is a centralized maintenance section which is headed by a Campus Administrator, Maintenance department. The college has 45 non-teaching staff including 19 aided for maintenance of Instrumentation Centre, Science Laboratories, landscapes and parking.
- Staff is allotted block wise, for the daily cleaning and maintenance of the classrooms. Under Earn-while-you-learn programme, 12 students are also employed as part-timers for maintenance of library, laboratory equipments besides the staff in the library and laboratories.
- Security guards are outsourced through registered security agency for the campus security.

INTERNAL OPERATING PROCEDURE:

- Any problems that persist in a department is represented to the maintenance in charge through a letter/mail. The in-charge deputed a skilled person/technician to attend the problem.
- The skilled person resolves the problem on site immediately, if no additional



material is required. In case of material requirement, it is received from the maintenance section through an indent.

- If the material is to be procured from outside, permission is obtained from the maintenance in charge / Head of the Institution and arranged for procurement of material to fix the problem.

1. Physical Facilities

Electrical Maintenance:

- Monthly monitoring of electrical equipment such as Generator, UPS, and Batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.
- For replacement of any part, quotations are invited and part is procured as per the centralized purchase procedure.
- The work done by the service provider will be verified by the respective authorities and a report on completion of work is submitted to the Principal.
- Annual inspection of Electrical installations maintenance and safety of Electric supply is done by Directorate of Electrical Safety, Government of Andhra Pradesh.
- The campus is illuminated with automated solar powered lamps and LED tubes.
- We have a full time electrician in the campus to look after the power supply.

Building Maintenance:

- A Civil Engineer and a Supervisor are responsible for new construction works and the civil maintenance of buildings including laying and maintenance of the plumbing, water pipe lines, and sanitary fittings.
- Annual inspection is done for Fire Safety by Andhra Pradesh State



Disaster Response and Fire Service Department. Pest Control maintenance is done periodically.

Furniture Maintenance:

- The management provides the services including custom fabrication of cabinets, desks; counter tops, installation of doors and windows, and frames for displaying banners.
- The internal operating procedures are followed for maintaining the furniture in the institution.

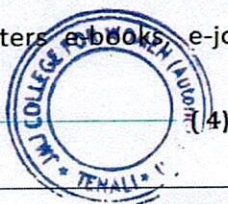
Network / Wi-Fi Maintenance:

- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator of Department of Computer Science.
- Any up gradations or modification of the existing Network Model will be carried out by inviting quotations from external agencies following central purchase procedure.
- Issues related to Telephone & intercom will be serviced by the technician from Department of Tele Communications.

2. Academic Facilities:

Library:

- Central library supports text books, reference books, journals and periodicals for issuing to students, staff and faculty.
- Digital library caters e-books, e-journals and online resources that



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can be utilized within the library and also within the campus with proper user credentials.

- Library committee with a Dean (Information and Library Sciences) monitors the effective functioning of library services.

Laboratories:

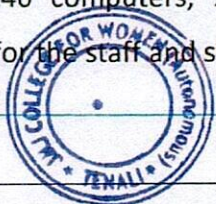
- Equipment in the laboratories is maintained regularly. The laboratory assistants take care of their respective laboratories.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs are attended in consultation with the suppliers following the central purchase procedure. Staff of respective department monitors effective utilization of the laboratories.

Class Rooms:

- Every Department has a faculty in-charge who will periodically check the condition of classroom/laboratory amenities like benches, chairs, black boards, fans, lights and LCD's.
- The in-charge will resolve the problem through the Head of the Department following the internal operating procedure.

Computer Facilities:

- Around 240 computers, 25 printers and sufficient scanners are available for the staff and students.



- Computers and software in the laboratories, Lap tops, Smart Class rooms, installation and maintenance of CCTV cameras, LED displays and touch screen devices are maintained by computer hardware technicians under the supervision of the Computer Program Officers.

3. Supporting Facilities:

Sports:

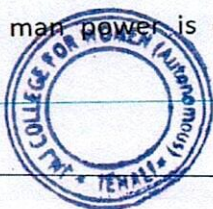
The playground and sporting equipment including Gym facilities are regularly available and maintained under the supervision of Physical Director.

NSS:

The College encourages the students to participate in social and nation building activities. It aims to motivate the students to identify the needs and problems of the community and involve them in problem solving process.

4. Other Facilities:

- The Institute has RO plant, which provides 24X7 drinking water facility. Sufficient number of water coolers is available in the departments to provide clean drinking water. Periodically the quality of water is tested in the Environmental laboratory.
- Frequent and ample public transport facility is available as the institution is situated on the main road connecting the town.
- Adequate manpower is employed to maintain cleanliness of the



campus, Classrooms, Staff rooms, Seminar halls and Laboratories, etc. Wash rooms and rest rooms are well maintained.

- The Green Cover of the campus is well maintained by full time gardeners.
- The institution has a tie-up with Sai Clinic for check-ups of the students and providing medical assistance through JMJ Health Center.
- The campus security is monitored through surveillance Cameras.
- The Institution has Canteen facility where food is available for staff and students.



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