



INFRASTRUCTURE MAINTENANCE POLICY

CLASSROOM & LABORATORY MAINTENANCE:

- ❖ Ensure a clean, safe, and conducive learning environment in the classrooms and the laboratory for students and faculty.
- ❖ Conduct regular inspections to identify and report any maintenance issues.
- ❖ Assign a representative to carry out routine cleaning, repairs, and upkeep of the infrastructure.
- ❖ Ensure that classrooms are adequately equipped with necessary supplies, such as whiteboards, markers, projectors, and seating arrangements.
- ❖ Ensure that the rooms are securely locked when not in use.
- ❖ Staff incharge and lab assistant must report any equipment malfunction or safety concerns.
- ❖ Regularly communicate laboratory maintenance schedules, safety guidelines, and updates to faculty and students.
- ❖ Maintain accurate records of equipment inspections, repairs, and safety training sessions.
- ❖ Enforce strict guidelines for the proper disposal of laboratory waste, including chemicals, biowaste and other related materials.
- ❖ Strictly adhere to the safety protocols and proper waste disposal.
- ❖ Conduct periodic audits to assess compliance, identify areas for improvement, and implement corrective actions.

IT MAINTENANCE:

- ❖ Conduct routine inspections of hardware components and software components to identify and address potential issues promptly.
- ❖ Implement a schedule for regular software updates and patches to enhance security and functionality.
- ❖ Enforce robust cybersecurity measures to safeguard against potential threats and data breaches.
- ❖ Provide regular training sessions for faculty, staff, and students on the proper use of IT resources and adherence to security protocols.
- ❖ Establish effective communication channels with IT vendors for timely support and updates.
- ❖ Ensure IT systems comply with relevant laws and regulations to safeguard the integrity and privacy of data.
- ❖ Conduct periodic IT audits to assess compliance, identify potential vulnerabilities, and implement corrective actions.

CAUVERY COLLEGE FOR WOMEN

(AUTONOMOUS)

Nationally Accredited (3rd Cycle) with 'A' Grade by NAAC



SPORTS AND GYM MAINTENANCE:

- ❖ Create a vibrant, safe, and inclusive environment that supports the physical well-being of all college community members.
- ❖ Ensure that sports fields, courts, and gym spaces are regularly cleaned to maintain a hygienic environment.
- ❖ Ensure all sports and gym equipment meet safety and quality standards through regular assessments and procurement from reputable suppliers.
- ❖ Establish a feedback system for users to report issues, provide suggestions, and communicate their needs for continuous improvement.
- ❖ Plan for periodic upgrades to gym equipment to meet evolving fitness standards.
- ❖ Conduct orientation programs for athletes, gym-goers, and coaches to promote proper facility usage and equipment handling.
- ❖ Implement a responsive maintenance system to address any reported issues swiftly and minimize disruptions to sports and fitness activities.

OTHER INFRASTRUCUTAL MAINTENANCE:

- ❖ Install and regularly maintain CCTV systems across key areas of the campus to enhance surveillance and deter unauthorized activities.
- ❖ Assign security personnel to monitor surveillance systems and respond promptly to security incidents.
- ❖ Explore and integrate advanced biometric authentication methods to secure access to sensitive areas.
- ❖ Implement a preventive maintenance schedule for routine checks, fluid changes, and tire rotations to prevent breakdowns and ensure optimal vehicle performance.
- ❖ Fire safety is ensured through routine inspection and refilling of 109 fire extinguishers in college and hostel premises, enhancing emergency preparedness.
- ❖ Adhere to all safety regulations and standards for college transport vehicles, ensuring they meet or exceed local transportation safety requirements.
- ❖ Maintain detailed records of all vehicle inspections, repairs, and preventive maintenance activities for accountability and historical reference.
- ❖ Maintain high standards of hygiene, safety, and service excellence in college canteen.
- ❖ Enforce strict adherence to hygienic food preparation, handling, and storage practices to prevent contamination and ensure food safety.
- ❖ Implement regular quality checks on food items and ingredients to maintain high culinary standards.
- ❖ Implement an efficient waste management system to ensure proper disposal of food waste and packaging materials.



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