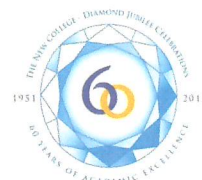




THE NEW COLLEGE

(AN AUTONOMOUS INSTITUTION AFFILIATED TO THE UNIVERSITY OF MADRAS
& ACCREDITED BY NAAC WITH 'A' GRADE IN THE 3rd CYCLE)

Sponsored by : THE MUSLIM EDUCATIONAL ASSOCIATION OF SOUTHERN INDIA (MEASI)



“ASSOCIATION GARDENS” New No. 147 / Old No.87, Peters Road, Royapettah, Chennai - 600 014. TAMILNADU, INDIA
Phone :+91 44 2835 1269 / 2835 0297

Infrastructure Maintenance and Utilisation Policy

1. Introduction

Regular maintenance of the infrastructure is an important priority of the college. The expenses of maintenance are borne by the regular Autonomous Grants from the UGC and the grants from the management. The finance committee is entrusted with the responsibility of allocating funds for infrastructure maintenance at the end of every academic year (usually before 31 March) in order to make all facilities ready for use by the time the college reopens for the new academic year.

Regular maintenance of facilities and infrastructure are carried out based on the requirements submitted by the respective persons in charge, to the Hon. Secretary through the Principal. For facilities that require annual overhauling or cleaning, requirements are to be submitted by 15th of March every year. This is to ensure that all facilities are repaired during the annual vacation. A few facilities and systems are maintained through the Annual Maintenance Contract (AMC).

2. Asset Register

The college maintains an inventory of assets including digital assets like the websites and software. All new purchases need to be first included in the register and verified by the Principal. For each asset, components that are part of the asset need to be mentioned besides recording such details as value and serial numbers of each component. Asset register enables to perform regular maintenance, as required for each item; and it also helps in the audits on assets. The Office Superintendent is entrusted with the duty of updating the Asset Register.

3. Maintenance Register

The college office keeps a Maintenance Register to record all maintenance or repair requirements, including minor and ad hoc ones. All requests for maintenance will be entered in the maintenance register before initiating work. The repairs requested will be checked and verified by the sergeant / Estate Officer / Executive Director (depending on the seriousness of the work) of the college, and on their recommendations, repair works will be initiated immediately. The outcome of the maintenance work will also be recorded in the Maintenance Register after the work is completed. The Office Superintendent is responsible for keeping the Maintenance Register.



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4. AMC Register

The college office manages all Annual Maintenance Contracts (AMCs) by using an AMC Register with all the details like date of installation/purchase, renewal date, the scope of works, cost of AMC and so on. The main objective of AMC Register is to keep track of all the AMCs in operation. Besides, it will help the Hon. Secretary to approve it whenever renewal falls due.

5. Estate Officer

All the major maintenance works of the college that are taking place throughout the year are coordinated by the Estate Officer. The Estate Officer reports to the Hon. Secretary, and carries out the regular as well as Ad Hoc maintenance requirements of various departments and facilities after maintenance requests are approved by the Hon. Secretary. The Estate Officer will make use of the services of the electrical, plumbing and other staff of the college for regular repair, and will utilise the services of outside agencies for larger works, after the due process of approval.

6. Details of Maintenance Responsibilities

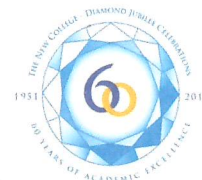
Facility/infrastructure	Maintenance Responsibility	Contact Point for complaints
All Air Conditioners in the campus	AMC	Office Superintendent
All Lifts in the Campus	AMC	Office Superintendent
Department Staff Rooms, Smart rooms and Department libraries.	Departments Attendants / other supporting staff of the college	Heads of Departments
All electric equipment, including power backup generator and wiring related work.	Electrician	Office Superintendent
All plumbing related facilities including bore wells, motors and pipelines.	Plumber of the college	Office Superintendent
All computers in Departments	Hardware Engineer of the college	Vice-Principal (Admin)



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All Computers and related equipment and facilities in Computer Labs.	Hardware engineers of Computer Science Departments	Vice-Principal (Admin)
Science Laboratories (including research labs)	Lab Staff / External Experts	Heads of Departments
Instrumentation Centre	Lab Staff / External Experts	Dean of Science
Hostel	Hostel Staff / Electrician / Plumber	Deputy Warden, New College Hostel
Library	Library Staff	Librarian
Wooden Furniture all over the college, including classrooms	Carpenter of the college (on Call)	Office Superintendent
Campus Cleaning, Classroom cleaning	College Sweepers (Staff)	Office Superintendent/ Sergeant
Maintenance of Buildings (for painting, cracks, leakage, etc)	Asset Management Committee (through outside contactor)	Principal
Mosque	Mosque support staff	Deputy Warden, New College Hostel
College Website, Servers, Software	College web administrator / Web developer	Vice-Principal (Admin)
Internet connection / IP / Connectivity equipments	Hardware Engineer of the college	Vice-Principal (Admin)
Smart Boards, LCD, LED projectors, and Other ICT facilities	AMC	Vice-Principal (Admin)



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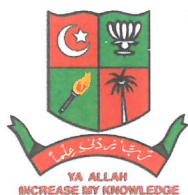
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MEASI office and other facilities of the parent trust	Asset Management Committee (through outside contactor)	Hon. Secretary
Water Treatment Plant	AMC	Office Superintendent
Gardens and Plants	Garden Contractor	Office Superintendent
College main playground, other playgrounds, fitness equipment and Indoor game facilities	Physical education support staff	Director of Physical Education
Alternative Energy Sources	AMC	Office Superintendent
Purchasing of Library books	Librarian	Librarian
Regular Purchases and special needs like lab equipment (based on requirements submitted, and after permission granted by the Hon. Secretary)	Purchase Committee	Principal
General Maintenance of Principal's Office, Office of Vice Principals, IQAC, Placement Cell, Research Facilitation centre and other support cell offices	Sergeant / attendants	Office Superintendent
Language Labs	Hardware Engineer of the college	Vice-Principal (Admin)
College canteen	Canteen contractor	Principal
Regular maintenance of College Hostel Mess	Mess contractor	Warden / Deputy Warden
Halls and Auditorium	Sergeant	Principal



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7. Purchase Procedure

If maintenance of any facility requires the purchase of goods and equipment, the contact person for maintenance should submit the requirements in writing to the Hon. Secretary and Correspondent through the Principal. After the purchase requirement is approved, the Purchase Committee gives purchase orders to the regular supplier / or based on the quotations received. In the case of regular supplies of consumable items like office stationery, the purchase committee places orders to regular suppliers / or based on quotations received at the end of every academic year in anticipation of the requirement for the next academic year. Emergency purchases for maintenance below Rs. 5000/- may be sanctioned by the Principal from the maintenance funds earmarked for the Principal by the Finance Committee.

The college is committed to saving money by making bulk purchases of such items as computers by contacting the manufacturers directly. All purchases over and above Rs. 50,000/- (Rupees fifty thousand only) requires quotation from at least three approved contractors/suppliers. Likewise, The works/purchases above 1,00,000/- (Rupees one lakh only) require securing quotations from at least three suppliers/contractors in a sealed cover, which will be opened in the presence of any three of the following: The Principal /VPs/EO/ED/ Accountant.

8. Vision for Optimum Utilisation of Infrastructural Resources

The college believes in the optimum utilization of the infrastructural facilities of the college. The utilisation plans also envision earning revenue for the college. The following is the vision of the utilisation of each facility.

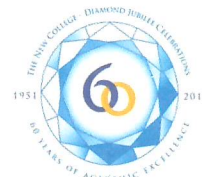
S. No	Facility/ Infrastructure	Avenues for Optimum Utilisation
1	Classrooms	<ul style="list-style-type: none">• For conducting Value Added Programmes for college students after class hours on working days.• To offer certificate/diploma / PG Diploma programmes for the general public during weekends and holidays.• For continuing education activities of the college• For competitive examinations on Weekends



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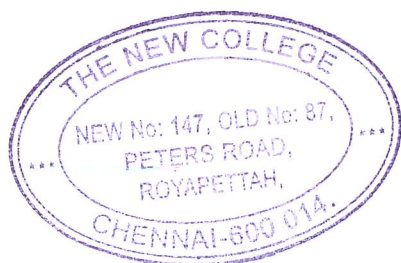
		<ul style="list-style-type: none">For contact classes correspondence course / Open University, on Weekends.
2	Computer labs with Internet	<ul style="list-style-type: none">Online aptitude tests for placement cell of the college.To provide computer literacy training to students.For online competitive examinations of outside agencies on holidays.To offer computer courses to the public on weekends and holidays.
3	Playground	<ul style="list-style-type: none">To set up a cricket/football / other games training centre for school or college students.
4	Instrumentation Centre / Research Labs	To offer the facility for researchers from outside at a nominal charge during convenient days/timings.
5	Research labs in science departments	To offer the facility for researchers among the faculty members who pursue research in other Universities/colleges.
6	Mini Halls	To offer the facility for the general public for academically related programmes like book release, special talks and conferences at a nominal rent.
7	Auditorium	For public gatherings on weekends at a rent fixed by the managing committee.

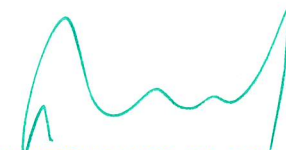
9. Reuse – Reduce Policy

Following the global initiatives for reducing wastage, the college believes in repairing and reusing most of its resources. All staff members holding maintenance charges are expected to explore reuse and repair possibilities before placing a request for replacement of items. For disposing of the waste, particularly the non-biodegradable waste and electronic waste, the college follows the standard protocols insisted by the state government.

10. Availability of Maintenance Staff

The maintenance staff in charge of electrical and plumbing works appointed by the college are required to be available in the college throughout the working hours to attend to any emergency repair requirements. An emergency contact number for maintenance will be provided to all the departments.




Dr. S. BASHEER AHAMED, M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL
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