



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

FACILITY MAINTENANCE AND UTILIZATION POLICY

(PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS.)

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INTRODUCTION

The maintenance and utilization of physical, academic, and support facilities are crucial for the smooth functioning of an educational institution. At Kottakkal Farook Arts and Science College, we recognize the importance of ensuring that our infrastructure and resources are well-maintained, efficiently utilized, and regularly upgraded to meet the needs of our students, faculty, and staff. Our comprehensive maintenance policy, along with clearly defined procedures, ensures that all facilities, including laboratories, the library, sports complexes, computers, classrooms, and common areas, are kept in optimal condition and are accessible for academic and extracurricular activities.

POLICY STATEMENT

Kottakkal Farook Arts and Science College is committed to maintaining a high standard of infrastructure to support the academic and personal development of its students. Our maintenance policy aims to provide a safe, clean, and conducive environment for learning, teaching, and other activities. We adhere to a transparent Standard Operating Procedure (SOP) for the maintenance and utilization of facilities, which promotes accountability, efficiency, and a proactive approach to facility management.

MAINTENANCE FUNCTIONARIES AND POLICIES

1. Management Team:

- **Role:** Comprises the Director, Secretary, Academic Director, Principal, and Vice Principal. This team makes major decisions regarding the maintenance and upgradation of physical and academic facilities.
- **Meetings:** Weekly meetings to review maintenance needs and approve significant projects.
- **Responsibilities:** Oversee the allocation of resources, approve major repairs and renovations, and ensure the continuous improvement of infrastructure.

2. General Maintenance Team:

- **Role:** Headed by the Director and Secretary, this team includes a maintenance supervisor, carpenter, electrician, plumber, and support staff.
- **Daily Tasks:** Cleaning classrooms, staff rooms, labs, library, and common areas; ensuring continuous water flow in restrooms; refilling sanitary napkin vending machines.
- **Reporting:** Major repairs or renovation work is reported to the Management Team and outsourced as needed.

3. Technical Team:

- **Role:** Led by the Director and Secretary, this team of technical experts is responsible for maintaining ICT facilities, ensuring uninterrupted service.
- **Meetings:** Bi-weekly meetings or as required.
- **Responsibilities:** Monitor and maintain technical equipment, rectify technical faults, and ensure the proper functioning of ICT tools across the campus.

4. Classroom Maintenance:

- **Role:** The Central Maintenance team is in charge of classroom upkeep.
- **Daily Tasks:** Regular cleaning, sweeping, and ensuring proper lighting and ventilation.
- **Upgrades:** Annual assessments for ICT equipment, furniture, and electrical needs, with necessary repairs or replacements carried out promptly.

5. Laboratory Maintenance:

- **Role:** Laboratories are managed by respective departments with support from the General Maintenance team.
- **Responsibilities:** Ensure cleanliness, stock verification, and the proper functioning of laboratory equipment. The Purchase Committee handles procurement needs.

6. Library Maintenance:

- **Role:** Managed by the Library Committee, headed by the Librarian.
- **Responsibilities:** Maintain the library's resources, purchase new materials based on faculty recommendations, and ensure a healthy and conducive study environment.

7. Sports Facilities Maintenance:

- **Role:** Supervised by the Physical Education Department.
- **Tasks:** Regular upkeep of sports grounds and facilities, ensuring availability of sports equipment and attire, and coordinating with the Sports Facilities Committee for upgrades.

8. Common Areas and Public Spaces:

- **Role:** A steward is appointed to oversee the cleanliness and maintenance of public areas, gardens, and parking lots.
- **Tasks:** Cleaning of common areas, reporting maintenance issues, and ensuring the upkeep of gardens and drainage systems.

9. Security and Safety Measures:

- **Security:** CCTV surveillance and 24/7 security guards ensure campus safety.
- **Safety Equipment:** Regular maintenance of fire extinguishers, overhead water tanks, and power supply systems, including generators and solar panels.

10. Other Support Facilities:

- **Role:** Maintenance of facilities such as the auditorium and conference rooms is managed by specific committees.
- **Utilization:** These facilities are booked online and maintained to support academic and extracurricular activities.