



**MAR BASELIOS COLLEGE OF EDUCATION,  
SULTHAN BATHERY, WAYANAD, KERALA**

**Cycle 1**

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**SSR - Criterion IV**

**4.4.2 Systems and Procedures for Maintaining and Utilizing  
Physical, Academic and Support Facilities**



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**POLICY DOCUMENT**



## **INTRODUCTION**

Creating and implementing policy documents is essential for organizations to maintain consistency, efficiency, and sustainability in their operations. Below is an introduction to several key policy documents that organizations might develop, including infrastructure maintenance, documentation, energy conservation, green policies, and waste management.

### **INFRASTRUCTURE MAINTENANCE POLICY**

#### **Policy Objectives**

- ◆ To ensure that all infrastructure maintenance and upgrades meet government regulations, building codes, and safety standards.
- ◆ To maintain and repair facilities, equipment, and resources to extend their lifespan and prevent deterioration.
- ◆ To implement a systematic approach to maintenance, ensuring that all assets are properly cared for and that repairs and replacements are performed as needed.
- ◆ To promote energy-efficient practices and the use of sustainable materials to reduce environmental impact
- ◆ To ensure financial prudence by avoiding unnecessary expenses through strategic planning and informed decision-making.
- ◆ To maintain accurate records of maintenance activities, expenditures, and work orders to ensure transparency and accountability.



## **Maintenance Procedures**

- ◆ Regular Inspections and Assessments
- ◆ Conduct regular inspections of all facilities and equipment to evaluate their condition and identify maintenance needs.
- ◆ Develop a detailed maintenance schedule for routine and preventive maintenance tasks
- ◆ Assign maintenance tasks to qualified personnel or external service providers as needed
- ◆ Maintain accurate records of all expenses related to maintenance activities.
- ◆ Promote proper waste disposal and recycling practices.

## **Classroom Maintenance and Utility**

- ◆ Before the commencement of each academic year, the Management must ensure that all classrooms are properly maintained, cleaned, and adequately furnished for the new academic session.
- ◆ Any complaints or issues related to leaks or blockages in wash areas and toilets used by students and staff must be reported to the Bursar immediately for prompt action.
- ◆ Possession of a student ID card is required for classroom entry
- ◆ Students are accountable for any damage to objects, electronics, or furniture within the classroom.
- ◆ Optional representatives are tasked with safe guarding the shelf keys.
- ◆ Keys must be returned to the optional teacher upon departing the college.
- ◆ Treat everyone with respect and respect their belongings.
- ◆ Follow directions and listen to the optional teacher.
- ◆ Don't hesitate to ask for assistance when needed.



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### **Common Places and Properties**

- ◆ Computer, laptop, projector, and microphone system should be used only with the permission of the office.
- ◆ The name, time, and purpose of the phone number of those requesting to use it should be recorded in the register in the office.
- ◆ It should be returned to the office undamaged after use.
- ◆ The computers, printers, tables, chairs, cupboards, etc. installed in each place should not be changed or rearranged without the permission of the office.
- ◆ Pen drives are not allowed to be used on computers.
- ◆ Except the classroom, all other places will be public. Therefore, when using all other public places (hall, auditorium, audio room, etc.) except the classroom, permission should be obtained from the office.
- ◆ Matters of use should be recorded in the register maintained in the office.
- ◆ The name, time, and purpose of the phone number of the requesters should be entered in the register in the office.
- ◆ The key must be returned to the office after use.
- ◆ Use areas should be kept clean.



## **Library Rules and Regulations**

- ◆ Students are expected to make the maximum use of the library facilities provided in the college
- ◆ Maintain decorum, peace and silence within the library
- ◆ Keep your personal belongings at the property counter
- ◆ Any kinds of eatables are not allowed
- ◆ Use of mobile phone is not permitted in the library
- ◆ Library visitors should enter their name and signature in the register kept at the entrance counter before entering library
- ◆ Library membership card is must for library transaction
- ◆ Borrower's cards are not transferable. The borrower is responsible for the books borrowed in his/her card
- ◆ No materials from the library should be taken out without proper issuing/ recording
- ◆ Reference materials are not issued out of the library
- ◆ Check the book at the time of issuing. In case of any defect or damage please inform the librarian
- ◆ Any type of violation may lead to a disciplinary action
- ◆ Transfer certificates will be issued and caution deposit refunded only after clearing all the dues to the library
- ◆ **Working Hours: - 9.00AM to 5.00PM**

## **Loan Period**

- ◆ **Students:** Books are issued for a period of **7 days**, including the day of issue.
- ◆ **Teaching and Non-Teaching Staff:** Books are issued for a period of **14 Days**.



### **Overdue Fines**

An overdue fine of **₹1 per day** will be charged from the library members if a book is kept beyond the due date.

### **Lost Library Card**

- ◆ Report the loss of your library card to the Librarian immediately.
- ◆ A duplicate library card will be issued against a payment of **₹50**.
- ◆ Library cards must be returned to the Librarian at the time of leaving the institution.
- ◆ A fine of **₹50** per card will be levied if the library card is not returned upon leaving the institution.

### **Lost or Damaged Books**

- ◆ Report any lost or damaged books to the Librarian immediately.
- ◆ The cardholder must replace the same book or a later edition of the same book within **one week**.
- ◆ If a replacement is not possible, the following procedure will be used to recover the cost of the lost or damaged book:
- ◆ **Foreign Books:** The cost of the book will be calculated based on the current conversion rate of the foreign currency plus three times the cost of the book.
- ◆ **Indian Books:** The cost will be the printed price of the book plus three times the price.



## **Laboratory and Resource Center Maintenance**

- ◆ Students must be accompanied by an instructor to enter the laboratory. Visitors are not allowed.
- ◆ All experiments conducted in the laboratory must receive prior approval from the instructor and adhere to safety guidelines.
- ◆ Unauthorized handling or use of equipment, instruments, or setups is strictly prohibited.
- ◆ Equipment may not be moved, replaced, or swapped for purposes unrelated to lab activities.
- ◆ Students must wear closed-toe shoes; bare feet or sandals are not permitted in the laboratory.
- ◆ Personal belongings should be stored outside the work area, and aisles must remain clear at all times.
- ◆ Report any unsafe conditions, unusual odors, or personal injuries to the instructor immediately.
- ◆ Students are responsible for any damage they cause to laboratory equipment and must cover the costs of repairs or replacements.
- ◆ Maintain silence inside the laboratory, unless instructors permit otherwise.
- ◆ Failure to comply with laboratory safety rules may result in suspension from lab access.





## **Audiovisual and Seminar hall Maintenance and Usage Policy**

- ◆ The concerned committee is responsible for the overall maintenance and cleanliness of AV halls and seminar halls.
- ◆ Regular inspections will be conducted to ensure that facilities are in optimal condition.
- ◆ Immediate action will be taken to address any maintenance issues or repairs required.
- ◆ AV equipment, including projectors, screens, microphones, speakers, and control systems, will be regularly inspected and serviced.
- ◆ Scheduled maintenance will be conducted to prevent equipment breakdowns during critical events.
- ◆ Users are encouraged to report any malfunctioning equipment promptly.
- ◆ Adequate ventilation and lighting will be ensured for comfortable usage.
- ◆ Chairs, tables, podiums, and other furniture in the halls will be inspected for stability and cleanliness.
- ◆ Repairs or replacements will be made as necessary to maintain a professional appearance.
- ◆ will be emptied regularly, and spills or stains will be cleaned promptly.
- ◆ Safety procedures will be followed during maintenance activities to ensure the safety of staff and students.
- ◆ Security measures will be implemented to protect AV equipment and prevent unauthorized access.
- ◆ Users are expected to adhere to usage guidelines and report any damage or maintenance issues promptly.
- ◆ Proper care and respectful use of equipment and facilities are encouraged to prolong their lifespan.

