ETHIRAJ COLLEGE FOR WOMEN (Autonomous)
Chennai – 600 008
Affiliated to the University of Madras
College with Potential for Excellence
Reaccredited with A Grade by NAAC

Infrastructure Utilization and Maintenance Policy

Ethiraj College for Women mandates and ensures optimum utilization of all infrastructural facilities. Periodic, preventive, and breakdown maintenance are carried out for effective maintenance and utilization of infrastructure.

Campus

- The Administrative Officer and Supervisor of the college should ensure the overall maintenance of the campus - buildings and gardens.

- Administrative Officer shall ensure a continuous supply of water and a clean environment with the help of the housekeeping staff and other employees appointed by the college.

- The Administrative Officer should take periodical preventive measures for the maintenance of the buildings: whitewashing, plumbing works, repair leakages, service of generators and other electrical works, and replacement of fire extinguishers.

- Regular cleaning of all water bodies, tanks, pipelines to be carried out.

- Regular cleaning and maintenance of RO infrastructure.

Classrooms

- The classrooms and lecture halls must be utilized only for academic purposes.

- All furniture, green and whiteboards, smart boards, almirah, LCD and overhead projectors, and podiums must be utilized only for academic and research activities.

- The Head of the Department should ensure that the classrooms have adequate furniture, lights, fans, multiple electrical points, and other academic infrastructure.

- The Head of the Department is laden with the complete responsibility for proper maintenance and utilization of the classrooms, smart classrooms, seminar and lecture halls, equipment, furniture and fixtures, department labs, and libraries.

- Stock Register and Log Book must be maintained and annual stock verification must be done by the Departments.

- Damage or loss of equipment and facilities should be reported to the Administrative Officer. Any service and replacement must be performed by authorized personnel only.

Laboratories

- The laboratories must be utilized for academic and research activities only.
- Timetable must be drawn for the optimum utilization of the laboratories.
- Prior permission should be sought from the Principal to share laboratory resources for any kind of consultancy services with other institutions.
- The equipment for the laboratories should be purchased by inviting quotations. Orders should be placed with the organisation offering standard equipment at a feasible rate.
- Service and maintenance of the equipment should be performed by authorized personnel only.
- Stock Register for lab equipment must be maintained by the department and annual stock verification must be carried out.
- Standard Operating Procedures (SOP) for handling and disposal of chemicals, equipment, and instruments are to be strictly followed.

IT Infrastructure

- Computers, Laptops, Printers, Scanners, CCTV, Biometric Devices, and Public Address Systems, and Audio-Visual Aids should be maintained by skilled technicians appointed by the college.
- Service requests for IT infrastructure should be raised through the ticketing system only.
- The System Administrator and Maintenance Assistants are responsible for the maintenance of computers and networks.
- Stock Register must be maintained and updated by the System Administrator.

Library

- Librarian is responsible for the library, its holdings, and infrastructure.
- The books have to be organized and shelved with clear labeling and numbering systems.
- Every new procurement must be added to the catalogs.
- Library should have a record of daily users.
- Access, issue, and return of the books must be carried out under the careful vigilance of the Librarians.
- Library must maintain Accession Register, Circulation Register, Fine Register,

Missing Books, and No Dues Reports.

- Registers must be maintained and verified annually by the Library Committee appointed by the College.
- Annual stock-taking of the library holdings must be carried out.
- The racks and furniture in the library should be kept clean.
- Prior permission should be sought from the Principal to share library resources with users from other institutions.
- Prior permission to be sought for photocopying and scanning of resources.
- Unauthorised access to the library and its resources are prohibited.
- Any damage or loss of library resources by individuals will have to be compensated.

Sports Infrastructure

- The Physical Education Directress is in charge of the proper utilization and maintenance of the playgrounds and sports equipment.
- All sports equipment should be maintained in good condition by the Department of Physical Education for regular use by the students.
- Gym and the indoor stadium should be maintained by the Physical Directress.
- Stock Register should be maintained for all sports and gym equipment, trophies, and shields.
- Annual Stock Verification must be performed by the Sports Committee instituted by the College.
- Prior permission should be sought from the Principal to share sports infrastructure with other institutions.

Transport Facilities

- The College vehicles must be utilized only for official purposes.
- All the vehicles are to be maintained in good condition by the drivers appointed by the college.
- A log book must be maintained for fuel usage and other repair works of the vehicles.
- The Fitness Certificate for all the vehicles is to be renewed with the RTO office periodically.