



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

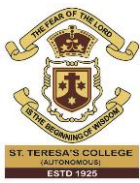
College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

Maintenance & Utilisation Policy

Affiliated to
Mahatma Gandhi
University

Ernakulam - 682 011, Kerala, India. Ph : 0484 2351870, 2381312
Fax : 0484 2352525 www.teresas.ac.in principal@teresas.ac.in



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

MAINTENANCE AND UTILIZATION POLICY

- The academic programme of the College is from June of a calendar year to March of the subsequent year. April and May months are declared as summer vacation for the students mainly to attend to the maintenance work in hostels, college building etc., which includes civil, electrical, plumbing, painting works etc.
- The Heads of Department and other in-charges forward the Maintenance work to be done to the Director who in turn forwards it to the concerned personnel.
- The computer systems are maintained by a team of Instrumentation maintenance Assistants. For branded items like HP products etc., authorized service engineers are outsourced for maintenance works as and when the necessity arises. The Lifts and Biometric attendance Machines are maintained under Annual Maintenance Contracts. Furniture and Fittings are maintained through carpenters who are engaged on a contract basis.
- Anti-virus /Anti Malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.
- Faculty and Students Entry in library is permitted only with the ID card which is non-transferable.
- A stock register is maintained in every Department and updated periodically. Details of all the items purchased under various schemes are recorded in the stock register regularly.
- Sports and Games materials are purchased periodically according to the strength of the students. Coaching Camps are conducted for the students during the Zonal/ Intercollegiate Sports Meet.

Affiliated to
Mahatma Gandhi
University

Ernakulam - 682 011, Kerala, India. Ph : 0484 2351870, 2381312
Fax : 0484 2352525 www.teresas.ac.in principal@teresas.ac.in



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

- The Campus has a Botanical Garden in Science Block. The campus also has small gardens. They are maintained periodically by the gardener.
- The House maintenance team carries out a lock down of the building at the end of every day and switch off any lights or equipment that have been left on.
- All the comfort rooms are well equipped and maintained twice a day by a team of House- Keeping Staff.

PROCEDURE FOR UTILIZATION OF SUPPORT FACILITY

I. Utilization and Maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed
3. Dead Stock register is to be maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

II. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.
2. This library card can be used for issuing two books every week.
3. Non return of Library book on time will attract the applicable fine.
4. Every student can access online journals and magazines through computer terminals available in the E Library.
5. The student must scan Identity card and sign in the register upon arrival in the E-Library.

Affiliated to
Mahatma Gandhi
University

Ernakulam - 682 011, Kerala, India. Ph : 0484 2351870, 2381312
Fax : 0484 2352525 www.teresas.ac.in principal@teresas.ac.in



ST. TERESA'S COLLEGE, ERNAKULAM (Autonomous)

College with Potential for Excellence

Re- Accredited by NAAC in the 4th cycle with grade A++

6. Students can access the books available on the college intranet server from any computer terminal in the college campus.

III. Utilization of Computer Laboratory:

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and time table.
2. E-Library time table is made to identify vacant time slots to ensure optimum utilization.

IV. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Each teacher is given responsibility for the maintenance of one class room.
3. The in-charge teacher informs the college maintenance head about the requirement of repair /cleanliness.