



MAR THOMA COLLEGE FOR WOMEN, PERUMBAVOOR

Procedures and policies for maintaining Infrastructure

Mar Thoma College for Women has a well formulated systems and procedures for maintaining and utilizing Physical, Academic and support facilities of Library, Sports, Laboratories, Classrooms, Computers etc. of the college. Every year Planning Committee prepares an annual budget for maintenance of all Infrastructure facilities. The Committee prepares the budget as per the requirements of the departments and is placed before Principal, IQAC and Governing Council for approval. Financial aid from central and state governments, the UGC, Management, NGOs and the Parents Teachers Association are utilized to acquire and maintain the facilities. RUSA funds are proposed to be utilized for extension of library and purchase of books and lab/ sports equipments. A decentralized process with the Manager as the Head and the Principal as the nodal point is adopted. The civil and electrical work is adequately monitored and maintained by the Principal and Bursar. The non-teaching staff assists in the proper maintenance and repair of facilities in the college.

Library: The Library is fully automated using LIBSOFT software and is well maintained to cater the changing academic needs. The List of books required is taken from the department heads and the finalized list is approved and duly signed by the Principal. Every year Stock Verification of the library is conducted under the supervision of Heads of the Departments and the report is placed before the Library Advisory Committee for approval.

Sports: The sports equipment, Gymnasium, ground and various courts in the Campus are supervised and maintained by the Head of the Physical Education Department. Sports and games are effectively trained and coordinated under the guidance of the Department Head. Ground level maintenance is done annually during every summer vacation. Student coaching Camps are conducted as per requirements.

Laboratory: The purchase of all equipment for the science laboratories and language lab are made from standard scientific companies following the norms by the government. Lab assistants under the supervision of the Heads of the Departments maintain the efficiency of the lab equipments. Every

department maintains a stock register for the available equipments and at the end of the year stock verification is conducted.

Computer: The Annual Maintenance Charges for the computers and printers are paid to Appletech and maintenance work is undertaken throughout the year. Anti-virus software are installed and updated at the beginning of the academic year.

Classrooms: Smart boards, projectors, laptops, and the video cameras are utilized optimally for academic enrichment. The Principal conducts checks on the facilities, ensuring that they function properly. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff.

Hostel: The hostel has a decentralized structure with a matron, warden, a teacher-in-charge and floor representatives.