



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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INFRASTRUCTURE POLICY



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The development and maintenance of a well-developed infrastructure is critical for the consistent growth of any Higher Education Institution. Infrastructure policy of the college aims to meet both current and future infrastructure demands of the college. The policy has both physical and virtual assets in its purview and it aims to promote the development of infrastructure by adhering to the Vision and Mission of the college.

- To ensure infrastructure for curricular, co-curricular, extra-curricular and administrative needs of the college.
- To guarantee stakeholders the benefits of optimal utilization of the infrastructural facilities.
- To avert mismanagement and misconduct of college amenities and services.

Policy on Acquisition, Utilisation and Maintenance of Infrastructure

The careful use of the infrastructure facilities and proper maintenance of the same is the combined and common responsibility of the management, staff and the students of the institution

- The infrastructure of the institution should be used with care. The institution and its premises are to be kept neat and clean.
- Scribbling and graffitiing on the walls and furniture are to be avoided. Fine will be levied in case of disfigurement or damage of the building, furniture or other infrastructure.
- The campus and its premises cannot be made use for holding political meetings and processions.
- Unauthorized use of decorations and posters on the walls are prohibited.
- The use of alcohol, smoking and drugs are strictly prohibited on the college campus.
- Infrastructure facilities of the institution will be made available for conducting various external examinations without affecting the routine academic work of the campus. Similarly, infrastructure will also be made available for University and Government Programmes including valuation camps without disturbing the routine academic work of the college.
- The institution is also committed to provide its infrastructure for social causes.
- Necessary safety and security measures shall be provided in laboratories and computer labs. The lay out of the computer labs shall be user friendly to the best possible extent. Care must be taken while using computers and other electronic gadgets and timely servicing of the same will be undertaken.
- The college ground will be maintained properly under proper supervision so that it remains suitable for practice and conduct of matches.
- Efforts will be taken for the timely maintenance of the infrastructure. Annual repairs and periodical painting will be done.
- AMC or service contracts or appointment of technicians will all be considered for effective maintenance of infrastructure.

- The beautification committee will be responsible for proposing various changes, modifications etc wherever necessary.
- Ragging is strictly prohibited on the college campus.

General Guidelines on Maintenance

- The academic programme of the College is from June to March. The maintenance work in the college shall take place during the summer vacation for the students in the month of April and May to avoid any disruption of academic and co-curricular activities.
- The Heads of Departments and other in-charges shall forward their suggestions relating to maintenance work to be done at their departments.
- The computer systems shall be maintained under Annual Maintenance Contracts &/or under the supervision of a full-time technical staff appointed.
- The stock register shall be maintained in every Department and updated periodically.
- Sports and Games equipment shall be purchased periodically as per requirements and the Department of Physical Education shall supervise the utilisation of such facilities.

General Policy on Purchases

- The purchase policy is based on transparency and fairness and is need based.
- A Purchase committee shall be duly constituted for coordinating Purchase activities.
- The Purchase Committee shall call for requisitions from departments and sections.
- The purchase committee shall finalize the purchase of an item by inviting quotations/tenders.
- The purchase of an item is generally based on the lowest rate quoted provided it meets the required standards.

Computer Maintenance

- The computers available in administrative offices, Departments and Laboratories shall be maintained through Annual Maintenance Contract (AMC) and/or by a dedicated staff of the College.
- The computer rooms shall be dust free and properly cleaned.

Classrooms

- The classroom facilities such as whiteboards, blackboards, electrical fittings and furniture, etc. shall be regularly cleaned and maintained.
- The departments will be given the charge of classrooms coming under their purviews. The Head of the Department and Class Teachers ensure that cleanliness is maintained in the classrooms and surroundings.
- Disfiguring of walls and equipment's in the classrooms will be dealt with seriously.

Library

- The Librarian, and the team of support staff, shall look after the maintenance of the library books, journals, periodicals, furniture, electronic equipment, computers and software.
- Pest Management measures shall be periodically carried out in the library.
- Requests for additional facilities shall be given to the authorities concerned in advance

- Efforts shall be taken to preserve the books and journals, dust free.
- All staffs and students are members of the college library for consultation and also for borrowing books.
- The library remains open from 8.30 a.m to 3.30 p.m on all working days.
- Strict silence shall be observed in the library.
- If a borrowed book is lost or damaged, the borrower is required to replace the same edition or latest edition of the same book.
- The students must carry their college identity card with them at all the time inside the library. Show the identity card compulsory at the time of books check-out/check-in.
- No Ex-Students or no outsider will be allowed to use the library except by the approval of the principal.
- Take proper care of all library resources.

Ground and Gymnasium

- The Physical Education Department is entrusted with the proper maintenance of ground and gymnasium.
- Necessary instructions are given to the students as to how to use the ground, basketball court, gymnasium equipment etc.
- It has to be ensured that preventive maintenance is done in time.
- Proper records regarding upkeep and maintenance shall be done.

Parking Facilities

- Adequate parking facilities for bicycles, motorised two wheelers and four-wheelers should be available at various locations.
- Proper directions and sign boards shall be given to staff and students as to where they can park their vehicles.
- Vehicles are not permitted beyond a particular point and direction boards should be installed.

Electrical and Water facilities

- The College Bursar is in charge of the maintenance of the physical infrastructural facilities. There are housekeeping staff members and the college has also made arrangements with electricians and plumbers who come to the campus on a call for necessary repair and installation works. The Bursar will coordinate the repairs and maintenance works.
- The generators shall be properly maintained by the housekeeping staff.
- The garden and other facilities are maintained with the help of a gardener who is appointed by the management. Timely watering of plants shall be ensured. The College beautification committee will be in charge of the same.
- The rain water harvesting and open well re-charge facilities shall be supervised by the College Bursar.

Security

- Security personnel shall be deployed in the college.
- CCTV is installed in all the prime locations of the Campus. An arrangement is made with the supplier for the proper follow up and maintenance.
- It is also ensured that proper safety measures such as fire extinguishers are arranged.

Policy on Green Initiatives and Environment Friendliness

- The campus adopts green initiatives in the form of planting trees around, keeping the campus plastic free, adopting recycling enterprises and effective waste management.
- Most single-use plastics are banned on the campus. The college promotes cloth bags, cloth banners, paper cups etc. instead of plastic. Necessary awareness and sensitisation shall be given to students regarding green initiatives and environment friendly measures.
- Motor vehicles are not permitted beyond a point on the college campus.
- The institution promotes public transportation mode.
- The institution is committed to energy saving and implementing proper energy management measures. LED bulbs shall be installed in the new buildings and replacements done in the old buildings shall be using LED bulbs.
- Proper waste disposal measures shall be followed. Necessary arrangements are to be made in this regard.
- The institution maintains a nature club to consolidate its pro-environment efforts.
- All Students Clubs and forums and Subject Associations shall involve in conducting programmes, promoting campaigns and initiating activities that help to preserve the nature and bring more environment consciousness to the community.
- The college is also committed to undertake Environmental and Green Auditing periodically and implement the suggestions.
- Beyond the campus environmental promotional measures and campaigns shall be conducted by various forums as a part of Institutional Social Responsibility.