



ST JOSEPH'S TRAINING COLLEGE

PAVARATTY- 680507, THRISSUR, KERALA

Ph: 0487- 2643406, 2643445, 9037379707

Website: www.trainingcollegepavaratty.in

Email: sitcpavaratty@yahoo.co.in

POLICY FOR MAINTAINING AND UTILIZING PHYSICAL , ACADEMIC AND SUPPORT FACILITIES

1. INTRODUCTION

The purpose of this policy is to provide clear guidelines on the effective utilization and maintenance of infrastructure within the St. Joseph's Training College, a self-financing B.Ed College. This document is designed to ensure the longevity and optimal performance of facilities, equipment, and technology while maintaining a safe and conducive learning environment.

2. OBJECTIVE

The objective of the Infrastructure Utilization and Maintenance Policy is to:

- ❖ Ensure effective use of physical, technological, and academic infrastructure.
- ❖ Define procedures for the upkeep and maintenance of college facilities.
- ❖ Promote the efficient management of resources.
- ❖ Guarantee safety and compliance with health, safety, and environmental standards.
- ❖ Establish decentralization in the work to empower individuals ,fostering greater efficiency and collaboration.



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3. ROLES AND RESPONSIBILITIES

3.1 Manager

- ❖ Oversee overall infrastructure management.
- ❖ Approve budget for maintenance and infrastructure-related activities.
- ❖ Responsible for daily supervision of infrastructure usage and maintenance.
- ❖ Ensure regular checks and repairs are carried out for all facilities, including solar plant and bio-waste systems.

3.2 Principal

- ❖ Oversee overall infrastructure management.
- ❖ Approve budget for maintenance and infrastructure-related activities.

3.3 College Development Committee

- ❖ Conduct regular inspections and preventive maintenance of college infrastructure, including solar energy systems and bio-waste management units.
- ❖ Repair or replace damaged equipment and facilities.

3.4 Faculty and Staff

- ❖ Ensure proper usage of classrooms, library, labs, and other resources.
- ❖ Report infrastructure damage or issues to the College Development Committee promptly.



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3.5 Students

- ❖ Use college facilities responsibly.
- ❖ Report any damage or malfunction of equipment to the designated authority.

4. GUIDELINES FOR INFRASTRUCTURE UTILIZATION

4.1 Classrooms and Learning Spaces

- ❖ Classrooms should be utilized based on the timetable set by the college.
- ❖ All electrical and electronic equipments (smart TVs, Interactive Boards, projectors, lights and fans etc.) must be switched off after use.
- ❖ Furniture should be arranged as per the standard setup and not moved unnecessarily.

4.2 Library and Laboratories

- ❖ Students and faculty must follow library rules.
- ❖ All materials, books, and equipments should be handled with care.
- ❖ Any damage to lab equipment must be reported immediately for repair or replacement.

4.3 Hostel Facilities

Students are required to adhere strictly to the rules established by the institutions offering hostel facilities under the contract signed with the college.



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4.4 Auditorium and Seminar Halls

The auditorium and its associated audio- visual equipment can be used for curricular and extracurricular activities of the students.

5. GUIDELINES FOR INFRASTRUCTURE MAINTENANCE

5.1 Preventive Maintenance

- ❖ Regular inspections of all buildings, equipment, and furniture should be conducted.

5.2 Repairs and Replacement

- ❖ Emergency repairs should be reported immediately.
- ❖ Non-emergency repairs should be handled within a week.
- ❖ Any outdated or irreparable equipment should be replaced based on budget availability.

5.3 Cleaning and Sanitation

- ❖ Classrooms and common areas must be cleaned daily by housekeeping staff.
- ❖ Waste management protocols, including bio-waste, must be strictly followed.

6. IT INFRASTRUCTURE POLICY

6.1 Network Usage

- ❖ Unauthorized access to the college network is strictly prohibited.
- ❖ Regular updates and maintenance of software and hardware must be conducted to ensure smooth operations.



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6.2 Equipment

- ❖ Computers and other IT equipment should be used only for academic and administrative purposes.
- ❖ Any IT-related issues should be reported immediately.

7. BIO-WASTE MANAGEMENT POLICY

7.1 Purpose

The bio-waste management policy aims to ensure that bio-waste generated on the college premises is handled, stored, and disposed of in compliance with environmental regulations and health safety standards.

7.2 Collection and Storage

- ❖ Designated color coded bins for bio-waste collection must be available in relevant areas.
- ❖ Waste should be segregated at the source and labeled accordingly.
- ❖ Bio-waste should be stored in a safe, hygienic manner before disposal.

7.3 Disposal

- ❖ Bio-waste must be disposed of through authorized waste management contractors in compliance with local waste management laws.
- ❖ Records of non bio degradable waste disposal must be maintained.

7.4 Training



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- ❖ All staff and students should be educated on bio-waste handling and disposal protocols.

8. SOLAR PLANT MAINTENANCE AND UTILIZATION POLICY

8.1 Purpose

The solar plant policy ensures that the college's solar power system is properly maintained and utilized to promote energy efficiency and sustainability.

8.2 Installation and Monitoring

- ❖ The college's solar plant should be installed by certified professionals and meet national safety and energy standards.
- ❖ Monitoring of solar power generation and consumption must be done regularly, and data should be logged for analysis and reporting.

8.3 Maintenance

- ❖ Solar panels should be cleaned periodically to remove dust and debris, ensuring optimal efficiency.
- ❖ Any damage to solar panels or associated electrical systems should be repaired promptly by qualified technicians.
- ❖ An annual audit of the solar plant's performance should be conducted.

8.4 Utilization

- ❖ Solar power should be used to meet the college's energy needs, especially for lighting, air conditioning, and IT infrastructure.



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- ❖ Any surplus energy generated can be stored or redirected back to the grid (if applicable) to promote sustainability.

9. PLAY GROUND

The play ground is shared with the college and Model School. Activities are scheduled in a way that ensures no disruption to the operations of either institutions.

10. . MONITORING AND REPORTING

10.1 Monitoring

- ❖ An annual infrastructure audit should be conducted by the accountant.

10.2 Reporting

- ❖ All infrastructure usage, bio-waste management, and solar plant performance issues should be documented in a report and submitted to the Principal and Management.

11. REVIEW AND AMENDMENT

This policy will be reviewed annually to ensure its relevance and effectiveness. Amendments can be made based on the evolving needs of the college or changes in government regulations. Any changes to this policy will be communicated to all stakeholders.

[Signature of Principal]



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