

POLICY AND PROCEDURES ON PHYSICAL INFRASTRUCTURE DEVELOPMENT

VLBJCAS ensures the availability of latest equipments and up-to-date infrastructure in the institution. VLBJCAS follow systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments. First the proposal is submitted and then evaluation is done by the college office. It must get the approval by the principal and then quotations are invited. After the approval of the management, the required item is purchased and entered in the stock register. The college Administrative Officer through Maintenance Officer, Project Manager, Transport Officer, Purchase Officer and System Administrator monitors and supervise the available infrastructure.

LIBRARY MAINTENANCE

The librarian and his crew regularly monitor the condition of the library stock, issue and maintenance of the books.

Librarian monitors all the purchase related to library. The requirement list is taken from the concerned departments. The finalized list of required books is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further execution through Purchase Officer.

The revamping of works are conveyed to Administrative Officer who assigns the works as per the demands.

COMPUTERS AND LABORATORY MAINTENANCE

Regular maintenance of Computer Laboratory equipments are done by System Administrator along with Lab Programmers regularly as implemented by Administrative Officer. Updating of software is done by System Administrator as per the requirements from various departments.

MAINTENANCE OF ELECTRICAL EQUIPMENTS

Periodical checking of electrical hardware is conducted by the qualified Electrician who is appointed by the management. As per the pre-requisite minor fixes are completed immediately Major fixes are re-appropriated by following the guidelines of the institution.

MAINTENANCE OF ELECTRONIC EQUIPMENTS

Regular checking of hardware is conducted by the qualified system admin and lab assistants. As per the pre-requisite minor fixes are completed by the lab associate. Maintenance of PCs is carried out by Department of IT and CT. Major fixes are re-appropriated by following the guidelines of the institution. The defective trainer kits are adjusted by administration architects of indicated organizations. The measuring instruments are adjusted consistently by standard organizations.

CLASSROOM MAINTENANCE

All HOD's have to submit the requirements to Administrative officer through Principal, regarding classroom furniture and other requirements related to the department and class rooms. Maintenance Officer supervises, directs, assigns and evaluates the daily work to sweepers and trains the employees in work procedures and safety practice. The defects and hazards are reported to Maintenance Officer which will be discussed with Administrative Officer for their betterment. A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.

SPORTS MAINTENANCE

Physical Director monitors all the purchase related to Sports. After discussing with Assistant Physical Director, the requirement and list of sports item is noted as per the needs. The finalized list of required sports item is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further execution through Purchase Officer and Maintenance Officer.

With the able and conscientious supervision of the Physical Director, the college acquires a very spacious playground, which can accommodate 600 to 700 players at a time.

TRANSPORTATION MAINTENANCE

The Transport Manager plays a crucial role in the overall planning and management of the bus routes, scheduling and vehicle maintenance.

The Transport Manager is responsible to produce the list of required equipments to Administrative Officer for further execution through Purchase Officer.

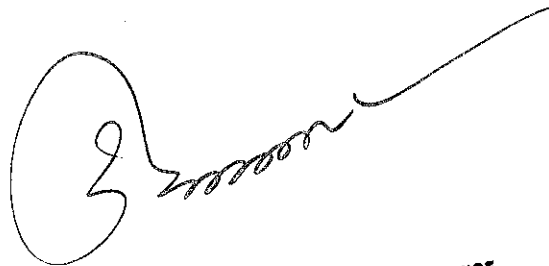
The finalized list of required item is duly approved and signed by the Principal and Management is submitted to Administrative Officer for further proceedings.

Transport Manager plans, organizes, manages and inspects the work of his subordinate staff.

GENERAL MAINTENANCE

The Management Officer (MO) who works here on maintenance of the college campus will report consistently about the breakage of instruments and equipments to the higher authority. The breakage instrument will be supplanted with the enhanced one.

The college has designated people for keeping up the framework. For example are building support, transport, furniture and generator administrator during power close down. Separate Complaint registers are kept up for different administrations like electrical, plumbing, housekeeping and so on.



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