



PUNJAB ASSOCIATION'S ANNA ADARSH COLLEGE FOR WOMEN

Affiliated to the University of Madras
(Re-accredited by NAAC with A+ Grade)

INFRASTRUCTURE POLICY

Anna Adarsh College for Women (AACW) maintains a robust system of systematic maintenance procedure for utilization of physical, academic and infrastructure facilities such as laboratories, computers, library, sports ground, library, classrooms, research rooms, seminar halls, conference hall, board rooms, placement officer's room, student council /Alumni room, NSS/NCC room and all associated facilities.

Objectives of the Policy

- To provide clean and neat environment for both staff and students.
- To ensure proper maintenance of all physical, academic and infrastructure facilities in the campus.
- To conduct regular infrastructure committee meetings to review the conditions of infrastructure and other facilities.
- To upgrade and adopt new methods to maintain the facilities in accordance with the requirements of all the stakeholders.
- To ensure safe and green campus through environmental conscious initiative.
- To replace and repair the equipment as the per the requirements.

Roles and Responsibilities of the Infrastructure Maintenance Committee

- Maintenance of Infrastructure Facilities Register.
- Supervision of all maintenance related work and conduct annual infrastructure audits of the physical, academic and support facilities.
- Preparation of action plans to be able to cope up with, in case of any emergencies.



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- Regular conduct of infrastructure committee meeting in order to be able to give necessary inputs to the management about the maintenance of facilities in the campus.
- Impart knowledge to all the stakeholders about the importance of participating in responsible maintenance of campus facilities.
- Maintenance and recording of Stock Registers relating to the availability of number of furniture, boards - both white and green, projectors, LED lights and fans, computer systems and printers available in the campus.

Best practices for Swachh Campus

1. Cleanliness

The entire campus comprising of common spaces such as corridors, open spaces, conference hall, board rooms, seminar halls and all other rooms are to be kept clean throughout the year. The routine procedure for cleaning to be planned at the beginning of the academic year as follows:

Floors

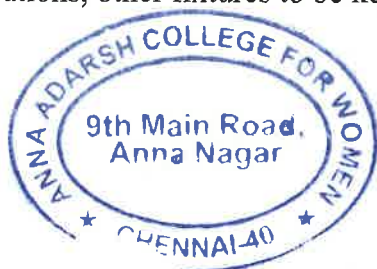
- Corridors to be mopped using disinfectant on a daily basis.
- Sweeping of corridors to be carried out at regular intervals.
- Sweeping of staircase and clearing dustbins to be carried out twice a day.

Doors, windows and walls

- Windows and glass surfaces to be cleaned using appropriate cleaning solutions at least once in a week.
- Frequent dusting /cob webbing cleaning process to be adopted to remove irritants/pollutants for a breath free environment.
- At least once in a month outer surface of windows to be cleaned extensively.
- Smudges/stains found anywhere to be cleaned immediately.

Vent and fixtures

- Lighting, wall decorations, other fixtures to be kept clean at periodic intervals.



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- Air conditioning, vents and sprinklers to be cleaned and checked for their proper functioning.

Pest Control

Pest control and defogging to be done at regular time intervals to maintain the campus as Pest Free Environment Zone.

2. Green Campus

Waste Management

- Dustbins with three distinguished colours namely, Green, Blue and Yellow are to be kept at prominent places and must be put to use both by the staff and the students in the campus. They are to be made aware about the purpose of distinct colours of the dustbins as:
Green colour dustbin to be used for wet and bio-degradable waste;
Blue colour dustbin to be used for disposal of plastic wrapper and non-biodegradable waste and
Yellow colour to be used for disposal of paper and glass bottles.
- Wide angle monitoring process are to be carried out in the campus for litter free-environment.

Water Conservation

- RO water system installed in the campus to ensure purified water supply to all the stakeholders.
- Students are to be educated about the significance of water conservation and its judicious utilization.

Energy Conservation

- To ensure maximization of energy conservation solar panels are installed, maintained and utilized efficiently in the college.
- Students are to be educated and oriented about the need of energy conservation.
- Every student in the class are to be made responsible to switch off the lights and fans, in order to conserve energy.



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Ban on Usage of Plastics

- Single-use plastic products are to be banned to ensure pollution free environment in the campus.
- Awareness about the hazards and the implications due to the usage of plastics are to be created among the students by organising adequate campaigns and workshops.
- Environment friendly/Eco-friendly jute, cloth and paper products are to be strongly recommended among the students, teaching and non-teaching community to prevent the usage of plastics.

Green spaces: Flower Garden, Herbal Garden and Organic Garden

- For maintaining green space in the campus all the plants are to be watered and maintained regularly.
- Adequate manure and plant treatments are to be adopted for ensuring healthy growth of the plants in the campus.

Classrooms Maintenance

- All classrooms are kept well equipped with instructional support, including chalkboards or whiteboards and comfortable furniture.
- Cob-webbing of the classroom are to be carried out once a month.
- Sweeping and dusting are to be carried out twice a day including the clearing of dustbins kept inside each classroom, by the support staff.
- Every UG department has one ICT enabled classroom and PG departments have 2 ICT enabled classrooms which are to be maintained by the in-house tech team to conduct checks on all IT equipment in the classrooms.
- The tech team and the IT maintenance team have to be assigned with the job to maintain ICT equipment of the college which includes LCD projectors in the classrooms, conference hall, seminar halls and board rooms.



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Maintenance of Seminar halls, Conference hall and Board Rooms used for Academic purpose

- The venues for academic purposes are to be scheduled by the Department and Faculty members for organizing the events in the respective halls and rooms.
- Departments to book the venues ten days before the date of the event.
- During an event the tech team to provide technical assistance.
- The event organizing committee to ensure that the lights, fans and ICT equipment are switched off after the event to conserve energy.

Maintenance of Laboratories

To boost innovative pedagogy, training and skill development laboratories are well designed in the college with the following norms:

- The respective faculty members, staff lab assistants and other service personnel are to be given the responsibility to maintain the equipment under their purview.
- Stock register, asset registers, log books, tools and other lab related registers are to be maintained by the respective laboratories to report entries and defects arising for rectification.
- All major repairs are to be identified and in case of need the external expertise are to be sought for, maintenance of equipment wherever necessary with the permission of the Principal.
- Breakage and repair of any equipment are to be reported to the respective heads or faculty-in-charge as the case may be and suitable measures are to be taken for speedy functioning of the equipment.
- Breakage of glassware intended for use by students and scholars has to be entered in the breakage register and charges levied based on the cost of the equipment are to be made payable by the students at the end of the academic year.
- The condemned/obsolete items are to be discarded at a periodic intervals and recorded in the register.



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- Annual Maintenance Contract (AMC) are to be sustained for high end equipment.
- Safe disposal of chemicals in the lab are to be ensured.
- Students have to be encouraged to be prompt on scheduled lab timings, be polite and courteous to lab assistants and to maintain a positive and helpful attitude.
- Prior permission has to be taken from respective department's Head of the Department or the Lab in-charge to shift any lab materials out of the lab.
- Disciplinary action shall be taken for any form of harassment, discrimination or inappropriate behavior inside the lab.
- Usage of mobile phones inside lab has to be strictly prohibited.

Maintenance of Computers

- All the computer monitors, printers and other equipment of computer system in the college are to be physically cleaned and serviced on a regular basis.
- Formatting of the system, the junk clearance and cache clearance are to be undertaken at regular intervals.
- All type of technical issues are to be handled by lab assistants.
- Major issues like operating system failures and networking restoration are to be handled by system administrator and external service engineers on call.
- Annual Maintenance Contract are to be sustained for high end servers and computers.
- 24/7 wifi facility are to be enabled in the campus for all type system related work which can be accessed by students and staff members.
- Users are to be provided with a secure access with a login id and password for using wifi facility.



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Library/Digital Library

The support staff team maintains the cleanliness of the library in order to provide clean environment to the users of the library.

- Library is the hub of learning with a rich collection of books, e-books, standard reference sources and other audio-visual materials.
- Subscribed national and international journals are to be made available for wide range references for all students, research scholars and faculty members.
- Library is wifi enabled which has to be under 24 hours of CCTV surveillance.
- E-resource centre/Digital library has 15 computers with internet access for students, research scholars and faculty members for their academic work with printer facility.
- Stock Register to be maintained by the Librarian.
- Annual stock taking to be conducted by the committee formed by Principal
- The overall upgradation of the library is the responsibility of the Librarian.

Maintenance of Sports equipment and Ground

- Maintenance of indoor sports equipment are to be taken care by the appointed personnel designated as Marker.
- All other sports equipment such as the bat, balls, net, hockey sticks, Band equipment etc., are also to be taken care by the Marker.
- The ground has to be maintained by levelling the surface and to be kept clean and tidy for outdoor games such as volley ball, throw ball etc.
- Basket Ball court to be maintained by painting the court and repairing the quality of the basket once in a year.
- Steps are to be taken regularly to ensure that water stagnation do not occur on the ground.
- Sports Register to be maintained by the Director of Physical Education.
- Annual Stock taking to be conducted by the committee formed by the Principal.
- The overall development in the field of sports is the responsibility of the Director of Physical Education.



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Cafeteria

- Stringent standards for hygiene and sanitation are to be maintained by the cafeteria staff.
- The quality standards are to be monitored through Quality Audits.
- The Management to monitor the pricing options at the cafeteria to ensure the affordability of the students.
- Usage of Plastic cups and other plastics banned in the cafeteria.
- Tri-colour Bins are to be placed as per the government norms to maintain eco-friendly campus.
- Cafeteria staff to ensure availability of continuous water supply to enable the students to use the hand wash consistently.



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