



ANDHRA MAHILA SABHA  
**ARTS & SCIENCE COLLEGE FOR WOMEN**

Autonomous - NAAC Re-Accredited), O.U. Campus, Hyderabad – 500 007

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## **Infrastructure Maintenance Policy**

AMS, Arts & Science College for Women has an extensive infrastructure for teaching, learning and research programs. The Institute has an established system for the maintenance and utilization of computers, classrooms, equipment and laboratories. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented here.

### **Maintenance of Physical Facilities**

The physical facilities are maintained by the Institution's Infrastructure Committee. The services of plumbers, electricians, and others are there in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like inverters, general lighting, power distribution system etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The civil and electrical complaints are handled by Infrastructure Committee which is under the supervision of the coordinator and maintenance staff. The complaints can be registered through the Principal or complaint box. Care takers and supervisors with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and students amenity areas, cafeteria. Housekeeping services are outsourced on annual contract basis and are made available during day time.

### **Maintenance of Classrooms, Furniture and Laboratories**

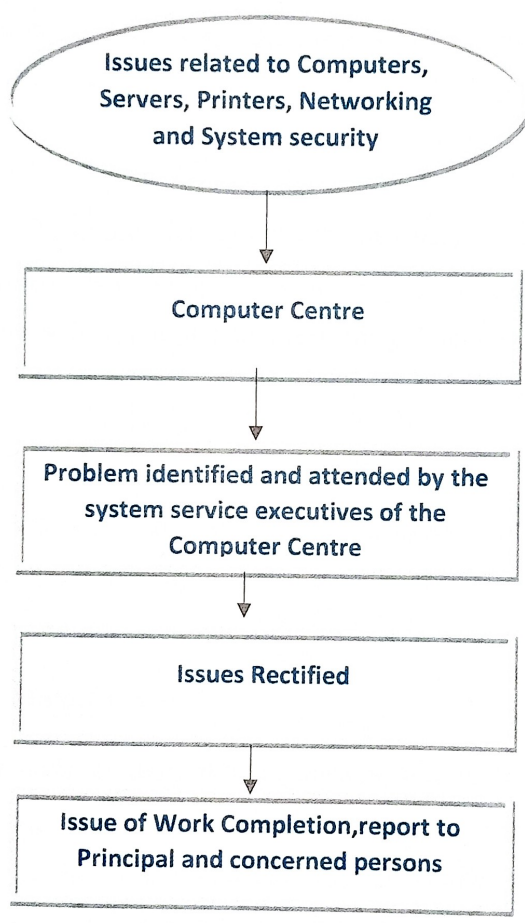
Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally

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utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### **Maintenance of Facilities in the Computer Centre**

In Campus, the Computer Centre Co-ordinator and their support staff maintain the facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by centre



### **Maintenance of Sports and Games Facility**

The Sports equipment in the campus is supervised and maintained by the Physical Director and supporting staff of the Physical Education Department respectively. Stock Register and Equipment Issue Register maintained by the Department. The separate Registers were maintained for Sports students, Yoga students, Karate students, NCC Cadets and Scouts

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& Guides students by the Department. Ground maintenance is done in monthly once by the supporting staff with the help of Sports Students, NCC Cadets and Scouts & Guides Students.

### **Maintenance of Campus Cleanliness**

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the caretaker and co-ordinator of Infrastructure Committee.

Green environmental aspects – Garden, rainwater harvesting systems, are maintained by the gardeners every day and frequently by the National Service Scheme (NSS) volunteers as a service activity.

### **Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery facilities, sports items, and all assets and reporting of repairs is done by Infrastructure Committee as a year-ending activity and the consolidated report is submitted to the Principal to take up necessary actions if required.

### **Replacement of Equipment/ Electronics /Computers**

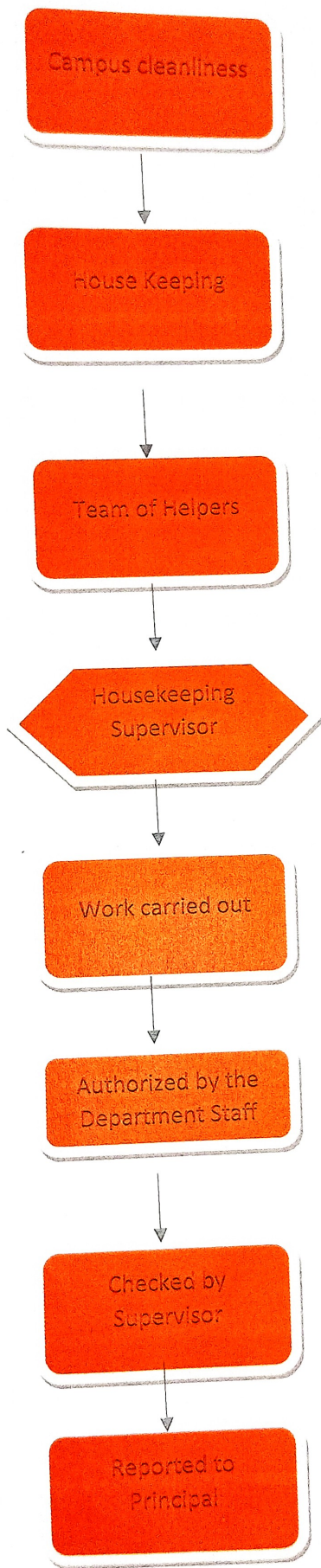
The maintenance comprises actions that are carried out to replace worn-out assets. To avoid E-waste the outdated electronics /computers is put on buyback as per norms and new items are procured.

### **Day to Day Emergency Maintenance**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Infrastructure Committee Convenor and her team members.



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