



# Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University  
Accredited by NAAC with "A" Grade (3<sup>rd</sup> Cycle) - An ISO 21001:2018 (EOMS) Certified Institution



## INFRASTRUCTURE POLICY

### INTRODUCTION

Marudhar Kesari Jain College for Women has put in place robust systems and procedures to ensure proper maintenance and utilization of physical, academic and support facilities such as library, sports grounds, laboratories, computers, learning centers, classrooms, seminar halls, auditorium and all associated facilities.

### OBJECTIVES

- To identify and implement the highest standards for clean, tidy environments and also to provide the necessary facilities needed by staff and students.
- Ensure proper maintenance of all physical and academic facilities.
- Undertake repairs and replacement of equipment upon requirement.
- To regularly review the conditions of infrastructure and other facilities.
- To periodically upgrade to new and enhanced methods of maintenance of facilities to meet evolving needs and requirements of all stakeholders.
- Provide a safe and green campus in accordance with environmentally conscious initiatives.

### Roles & Responsibilities of the Infrastructure Maintenance Committee

- Discuss, approve and implement infrastructural maintenance and up gradation for physical and academic facilities
- Develop action plans to respond quickly and appropriately to maintain issues and emergencies.
- Supervise all maintenance related work and conduct annual infrastructure audits of the physical, Academic and support facilities



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- Educate all Teaching, Non-teaching Staff and Students on the importance of participating in maintenance of campus facilities
- Planning at the end of each academic year for the up gradation of infrastructure for the next academic year according to the requirements of the learner and educator communities of the institution.
- Ensure the campus remains consistently clean, tidy and secure always.
- Ensure that the campus maintains stock registers for all laboratories and learning centers and audit the same on a regular basis.

## INTERVENTIONS & BEST PRACTICES FOR SWATCH CAMPUS

Cleaning / Sanitation Practices-All corridors, open spaces, lawns, common spaces like seminar halls, laboratories and learning centers are kept clean at all times. The following cleaning routines are planned and adhered to.

- **Floors** - Mopping of corridors with disinfectant at least twice in a week, Sweeping of the corridor at regular intervals.
- **Doors, Windows and Walls** - Windows and glass surfaces are cleaned with water spray or appropriate cleaning solutions. Dust and other irritants / pollutants are eliminated through frequent dusting / cleaning. Extensive cleaning of outer – surface of windows is carried out at least once a month. Constant monitoring to ensure smudges or stains if found are cleaned immediately.

## GREEN CAMPUS

- **Waste Management** - Dustbins with color distinctions are placed at prominent points in the campus and students are educated on its utility. Green dustbins are for disposing wet and biodegradable wastes like food wastes including vegetables,





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fruits, etc. Blue dustbins are for disposal of plastic wrappers and non-biodegradable wastes. Yellow dustbins are meant for papers and glass bottles. Regular cleaning of bins. Consistency in location of bins for ease and convenience of student and staff populations. Monitoring the campus for litter and prompt disposal of the same if found. E-waste collected and given for recycling with TES-AMM Company.

- **Water Conservation** - The College has installed RO water system to purify, and conserve water resources. Students are educated on the importance of water conservation and its judicious utilization.
- **Energy Conservation** - Solar power options are efficiently utilized and regular maintenance of solar panels equipment is undertaken to ensure maximization of energy conservation. Students are oriented and guided on efficient usage of energy on campus. Class representatives are given the responsibility of switching off lights and fans in the classroom when not in use, to minimize wastage of power.
- **Plastic Ban on Campus** - In order to significantly reduce plastic waste and pollution in the college campus, single-use plastic products are banned on campus. Social awareness campaigns and workshops are held to sensitize students on the hazardous and toxic implications of single-use plastic. Teaching non-teaching staff & students are strongly encouraged to avoid the use of single-use plastic products and use alternative solutions like jute, cloth and paper products.
- **Green Spaces, Lawns and Vertical Gardens** - All plants are cared for and maintained regularly. Plants are trimmed twice a in six months. Apart from the above, an intensive cleaning of the premises is carried out at least once in two months to ensure that the campus is clean and all facilities are satisfactorily usable for stakeholders.



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## MAINTENANCE OF CLASSROOMS

- All classrooms are equipped with instructional support, including chalkboards or white boards and modular furniture.
- The IT maintenance team and the in-house technical support team maintain ICT equipment in the classrooms that include LCD projectors.
- The IT maintenance team and the in-house technical support team conduct regular checks on all IT equipment in the classrooms to ensure smooth conduct of the classes.
- In the light of technical malfunction, the respective department utilizing a classroom can inform technical support team for immediate action to be taken.
- All furniture in the classrooms is regularly checked for quality and durability.
- All classrooms are swept and mopped once a day.
- Dustbins are placed inside classrooms and are emptied twice a day by the supporting staff.

## MAINTENANCE OF SEMINAR HALLS AND ALL VENUES USED FOR ACADEMIC PURPOSE

- Departments and faculty are responsible for scheduling events in the seminar hall and other venues by booking their slots in the venue booking register maintained by the Administrative Department.
- Departments booking the venues are responsible for ensuring that the venue environment and facilities are utilized in a responsible manner and are tidied and cleared post-event.
- Only whiteboard approved markers are to be used on whiteboards.





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- Organizers are to ensure that all the Lights, fans and ICT equipment are switched off before they leave the venue to minimize wastage of power.

## **MAINTENANCE OF LABORATORIES, LEARNING CENTERS**

- All laboratories are designed to facilitate and support instructional teaching, Innovative pedagogy, training and skill development.
- Laboratories are designed to conduct Experiments, Assessments, Research, Projects, Course work and enhance domain specific skills.
- Departments ensure periodical stock verification, maintenance, repair and recalibration of apparatus / equipment whenever necessary.
- A list of all chemicals and salts present is regularly updated and safe disposal of chemicals is ensured (For Food Science Laboratories).
- Students are educated and encouraged to demonstrate a professional attitude that will ensure a supportive atmosphere and adhere to established procedures and policies.
- Lab work often begins parallel to lecture classes. Discussion on the development, validation, standardization and application of apparatus / equipment / software is held in class prior to lab work.
- Students are encouraged to be prompt on scheduled lab timings, be polite and courteous to lab assistants and to maintain a positive and helpful attitude.
- Students are educated on equipment handling and administration procedures, and utility of the apparatus before commencement of lab work.
- All lab work is done with faculty assistance and supervision.



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- Any form of harassment, discrimination or inappropriate behavior inside the lab will invite disciplinary action. Usage of mobile phones inside lab is strictly prohibited.

## MAINTENANCE OF COMPUTERS

- All computer systems in the college are covered under anti-virus protection.
- All Lab systems are maintained and overseen by lab assistants, system administrators and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Lab assistants.
- Major Networking issues and Operating system failures are restored by System administrator and external service engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- UPS maintenance and monitoring of battery levels are undertaken regularly.

## LIBRARY - INFORMATION RESOURCE CENTER

- Staff performs a number of tasks on a daily basis for ensuring smooth functioning of the library. Routine work at the Library consists of Shelving and organizing of print resources.
- Ensuring that stack areas, reading spaces and the Digital Resource Center are tidy and organized at all times.
- Regular monitoring of library resource usage patterns and trends is done to ensure that the usage is in keeping with the institutional policies and guidelines.





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- Ensuring that the print resources are returned by the users on time without any damage.
- Co-ordinate with the IT Maintenance team to oversee effective utilization and upkeep of the Digital Resource Center and reprography facilities in the library.

## **RULES FOR STUDENTS TO UTILIZE THE LIBRARY SERVICES**

- Library transactions are automated, and student ID card is mandatory for all library transactions (issue/return/renewal).
- Students are permitted to borrow up to two books at a time, and may retain the book (s) for a period of one week from the date of issue.
- Rare books and those of high monetary value are marked Reference and cannot be issued to students. However, these may be used by students for reference work within the library.
- Fines shall be charged for books returned beyond the date on which they are due. This fine is paid by students and their acknowledgment recorded on a register maintained exclusively for this purpose.
- In the event of a book being lost by a student, the borrower must replace the lost book with a new copy of the latest edition of the book, or pay the amount of the MRP of the latest edition of the book to the Librarian, which will be utilized to purchase a copy of the same as replacement.
- Students may approach the Librarian for any issues relating to access or usage.

## **RECORD ROOM**

- The Record Room organizes and stores all documentation of the institution, including college copies of student Transfer Certificates, staff attendance registers, and student admission registers.



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- All files and documents are carefully labeled with unique identifiers, for ease of retrieval.
- The Record Room also stores materials purchased, such as stationery for the use of institutional stakeholders.
- Any withdrawal from the Record Room is noted in a register maintained exclusively for this purpose
- Materials such as stationery are recorded in a separate register when issued to stakeholders.

## EXAM COMMITTEE

- Exam Committee is the Controller of Examination's wing is used to secure question papers and confidential documents, to ensure the integrity of the evaluation process.
- To Initiate Internal Assessment and External Assessment Examination related all work as per college notifications and ordinance.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
- The Examination Cell is responsible for maintaining comprehensive records of student's performance, ensuring and up-to-date documentation of Academic achievements.

## MAINTENANCE OF SPORTS GROUND

- The sports ground is kept tidy and clean by periodic maintenance tasks.
- Any overgrowth is removed or trimmed at the earliest.
- Effective solutions are in place to ensure that water stagnation does not occur.
- Scheduled practice time is allocated to sports students for playing games.





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- A log register is maintained for usage of sports equipment.
- Sports room equipment is checked at regular intervals to ensure consistency of quality and condition. Repairs or replacements are undertaken promptly upon requirement

## CANTEEN MAINTENANCE

- The Canteen staff adheres to stringent standards for hygiene and sanitation, and this is periodically monitored through Quality Audits.
- The college monitors the pricing options at the cafeteria to ensure affordability for all.
- Plastic cups are banned in the cafeteria as a step towards adopting sustainable environmentally conscious practices.
- Bins are placed at easily accessible spots to prevent littering
- Washbasins are provided for use of students and staff in the canteen premises and these (as well as sinks for cleaning utensils in the attached kitchens) is cleaned regularly.

## HOSTEL & MESS MAINTENANCE

- The hostel premises comprises of a separate dining facility for hostel residents. The hostel mess has a separate dining hall and a well-equipped kitchen catering to more than 500 students.
- Mess serves breakfast, lunch, evening tea and dinner every day and the weekly menu is available with the mess in-charge.
- The food served is of high quality and meets the nutritional quality standards. Particular focus is laid to provide a well-balanced, nutritious diet with varying food tastes to all the students.



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- Clean and hygienic environment.
- Self-service system is promoted in the mess.

## TRANSPORT MAINTENANCE

- The greater importance given to enhance the Safety and Security measures for students travelling in our own College Buses.
- Safety Measures followed
- Each bus has staff members who are responsible for ensuring discipline in the college buses. Extensive training is provided to the drivers to ensure that the Transport operations are efficient.
- All our buses are installed with Speed Regulators / Governance, so that there is no complaint regarding over speeding.
- All MKJC Buses strictly follow all norms stipulated by the Government from time to time and ensure impeccable "Safety & Security" of the student.
- Our Buses travel in extensive routes.

## GYMNASIUM

To take care of mental and Physical health of the Teaching and Non-Teaching staff  
Gym facility available in the Campus

- Faculty members can utilize the gym facility during their free time, promoting health and well-being
- Faculty members are required to properly document their in-time and out-time to ensure accurate tracking and accountability.
- Gym will be opened from 9.30 am to 5.00 pm
- All gym equipment should be handled with care to ensure safety and longevity.





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## CRECHE

To support faculty and staff with young children, the institution provides a well-equipped creche facility. This service ensures that employees have a safe and nurturing environment for their children while they are at work.

- The creche offers a secure and child-friendly environment with trained caregivers to ensure the well-being of the children.
- The creche operates during standard working hours to accommodate the schedules of faculty and staff.
- Children are engaged in age-appropriate activities that promote their physical, emotional and cognitive development.
- Strict hygiene and safety protocols are maintained to ensure a clean and safe environment for the children.
- The creche is equipped to handle minor medical emergencies and has a protocol in place for contacting parents if needed.

This facility reflects the institution's commitment to supporting its employees by providing essential services that help them balance their professional and personal responsibilities.

## HEALTH CENTRE FACILITY

The Institution is committed to the health and well-being of its students, faculty, and staff. To support this, a fully-equipped medical room facility is available on campus.

- The medical room is staffed with qualified medical professionals, including a nurse and an on-call doctor, to provide immediate medical care.



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- The facility is equipped to handle minor injuries and illnesses, offering first aid and emergency care as needed.
- Besides Medical room First aid boxes are kept
- Any emergency immediate care will be taken to take the student /staff to nearby hospital

  
**IQAC Coordinator**



  
**Principal**

**PRINCIPAL**  
Marudhar Kesari Jain College  
for Women  
Vaniyambadi - 635 751