



# **THE MADURA COLLEGE**

An Autonomous Institution affiliated to Madurai Kamaraj University

Re-accredited (3<sup>rd</sup> cycle) with 'A' grade by NAAC

Vidya Nagar, T.P.K. Road, Madurai – 625 011

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## **POLICY ON AUGMENTATION, UTILIZATION AND MAINTENANCE OF PHYSICAL INFRASTRUCTURE**

The Madura College, being a premier higher educational institution of over 130 years, understands the need for optimal utilization and proper maintenance of physical resources.

While the college is taking adequate measures for mobilizing financial resources for the institution, the college also takes all efforts to ensure optimal utilization of funding based on requirement analysis.

The finance committee of the college prepares the budget for each financial year and allocates funds under various heads of accounts like including purchase of new equipment, books, subscription to e-resources, software, computers, internet facility, student support facilities, maintenance of existing resources, AMCs for preventive maintenance, periodic servicing of large equipments, repairs and provision for contingent expenditure. Allotment of funds is done based on requirement analysis and based on request from the departments.

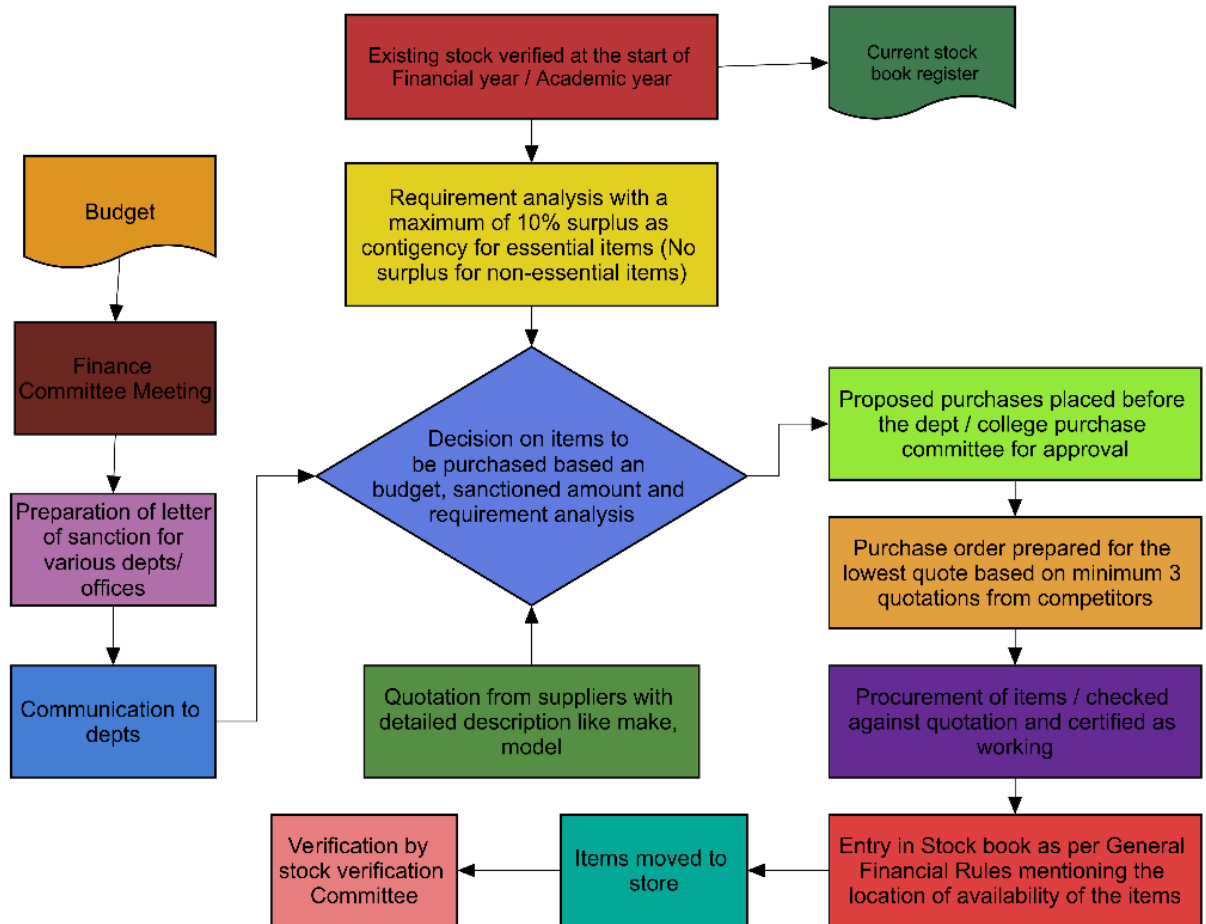
All purchases, repairs and maintenance are carried out as per Standard Operating Procedures (SOP) evolved for the same. Several committees have been constituted to verify and scrutinize the purchase, utilization and maintenance of Physical facilities.

The caretaker of the college looks after maintenance of common facilities of the college including classrooms, laboratory space, toilets, Seminar halls, corridor etc., The electrical supervisor takes care of the electrical safety and maintenance of all electrical facilities of the college. Lab assistants take care of proper utilization and maintenance of equipments under the custody of departments. The library assistant ensures proper utilization and maintenance of books and other library facility.

The Madura College understands that maintenance and proper utilization of physical resources is a collective responsibility of all stakeholders of the institution and organizes awareness programme to all stakeholders on aspects related to proper utilization and maintenance of physical facilities.

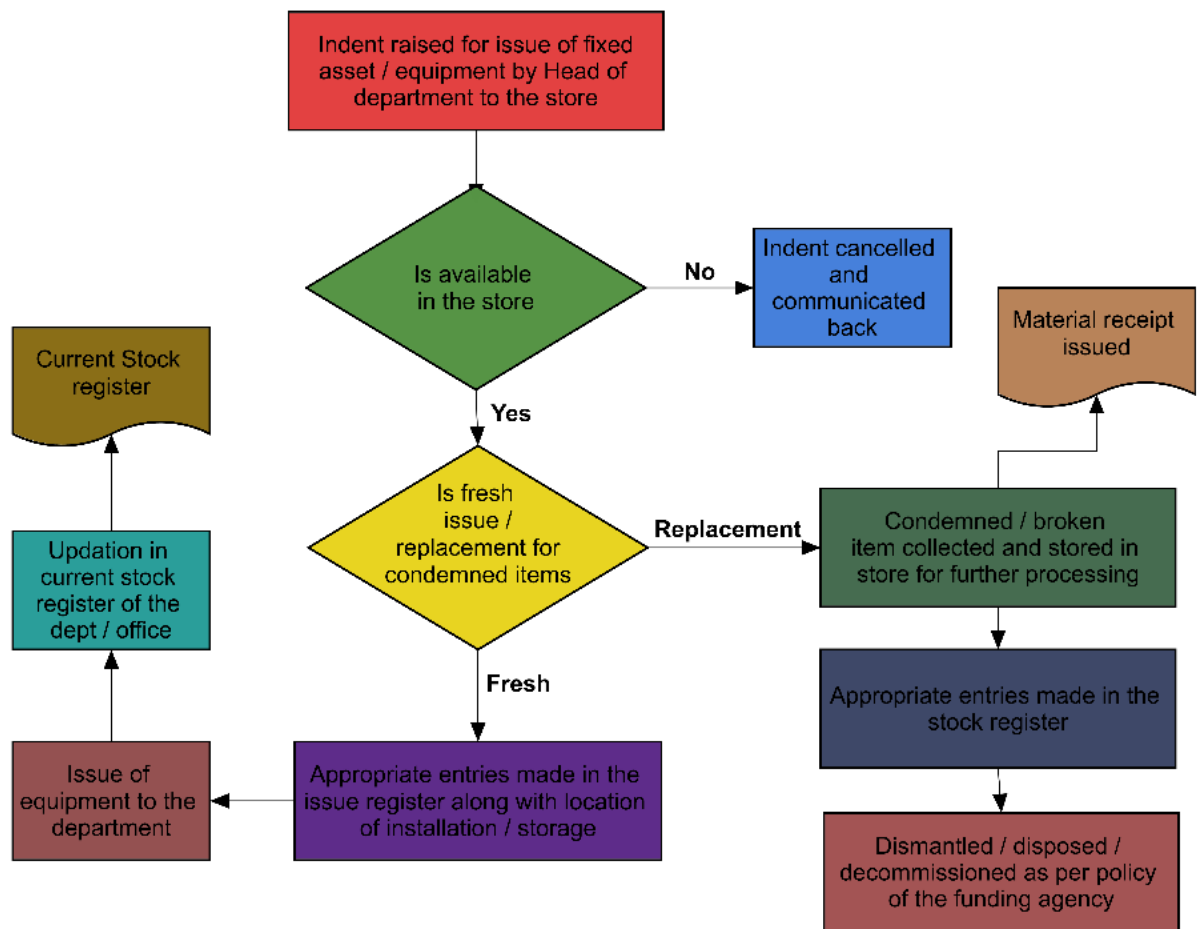
## **1. PURCHASE OF EQUIPMENT / FIXED ASSETS**

# Purchase of Equipment / Fixed Assests



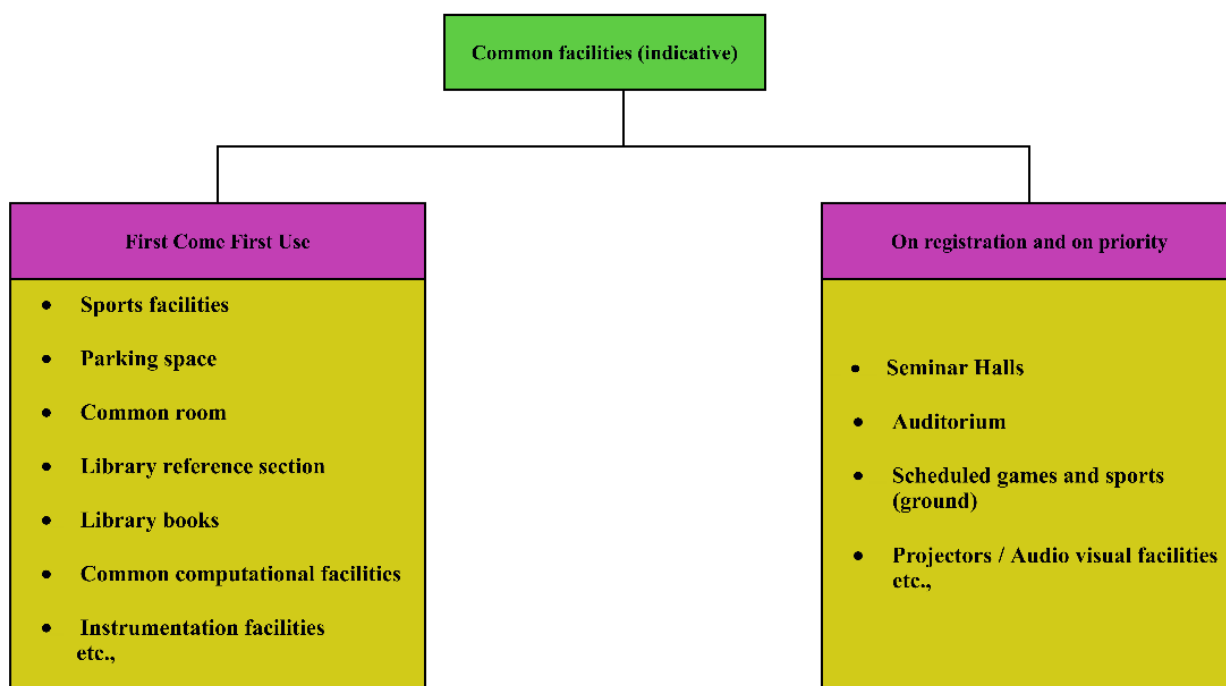
## **2. DEPLOYMENT OF EQUIPMENT / FIXED ASSETS**

# Deployment of Equipment / Fixed Assets

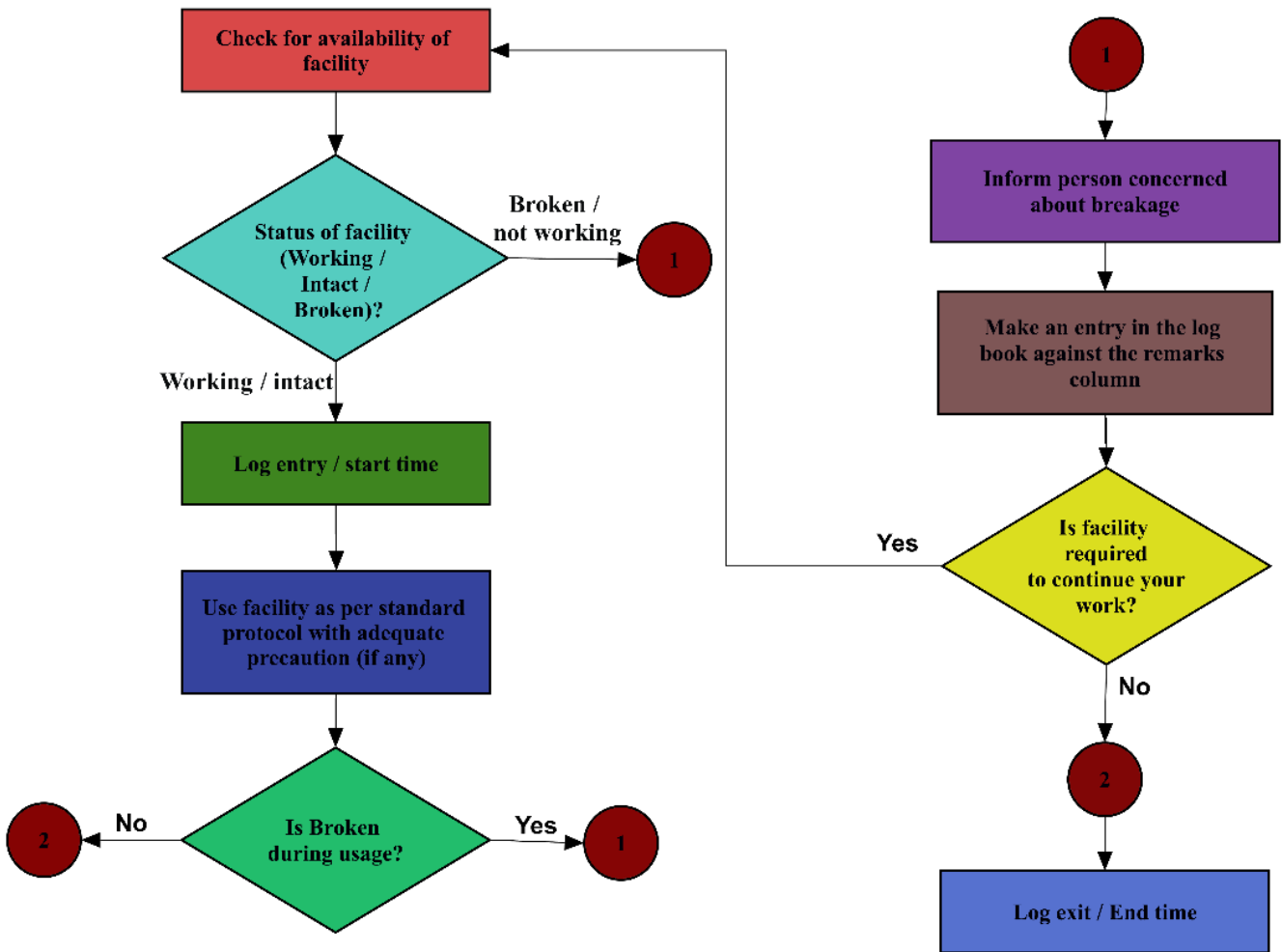


### **3. UTILIZATION OF COMMON FACILITIES**

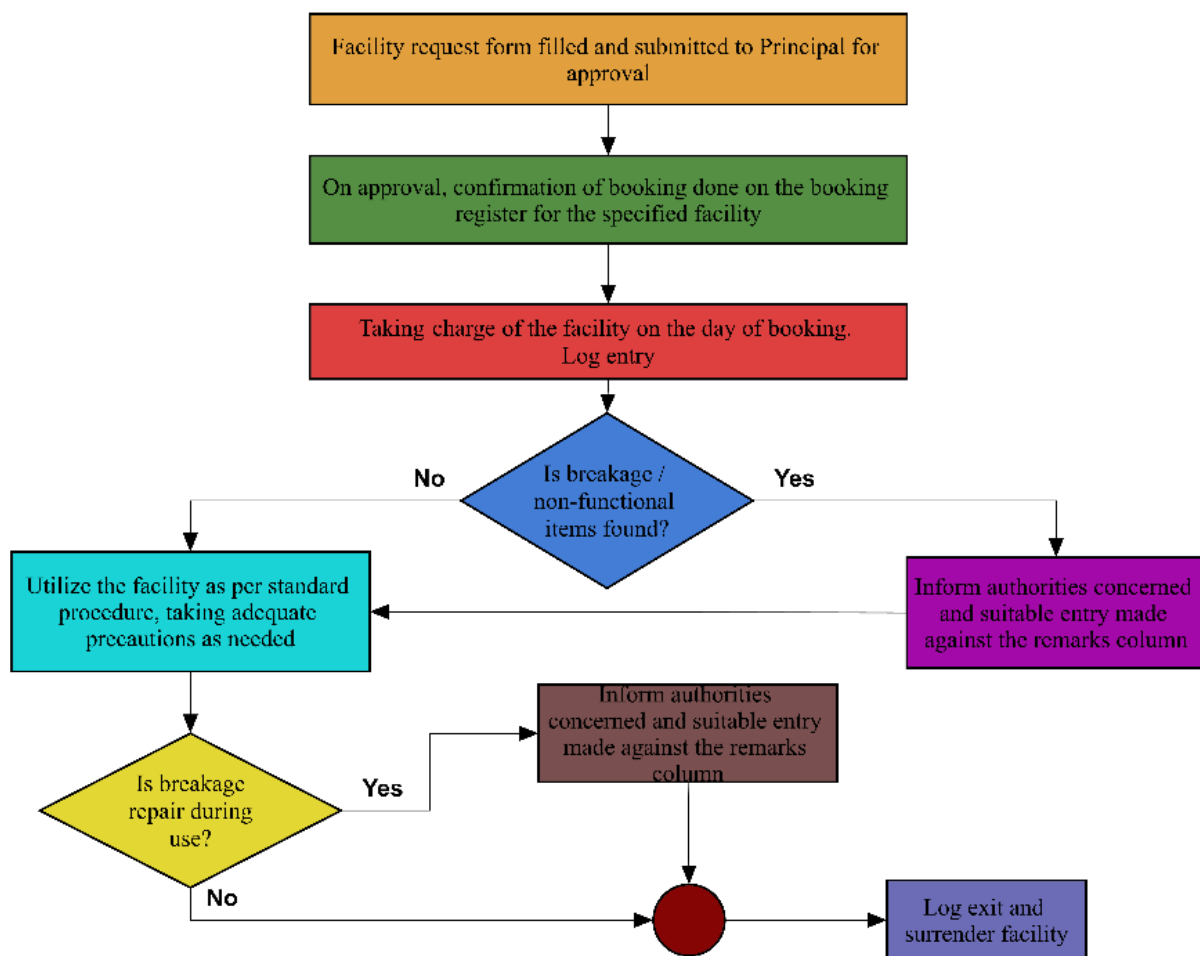
## Utilization of Common facilities



# First Come First Use Facilities



## On-registration and On-Priority only facilities



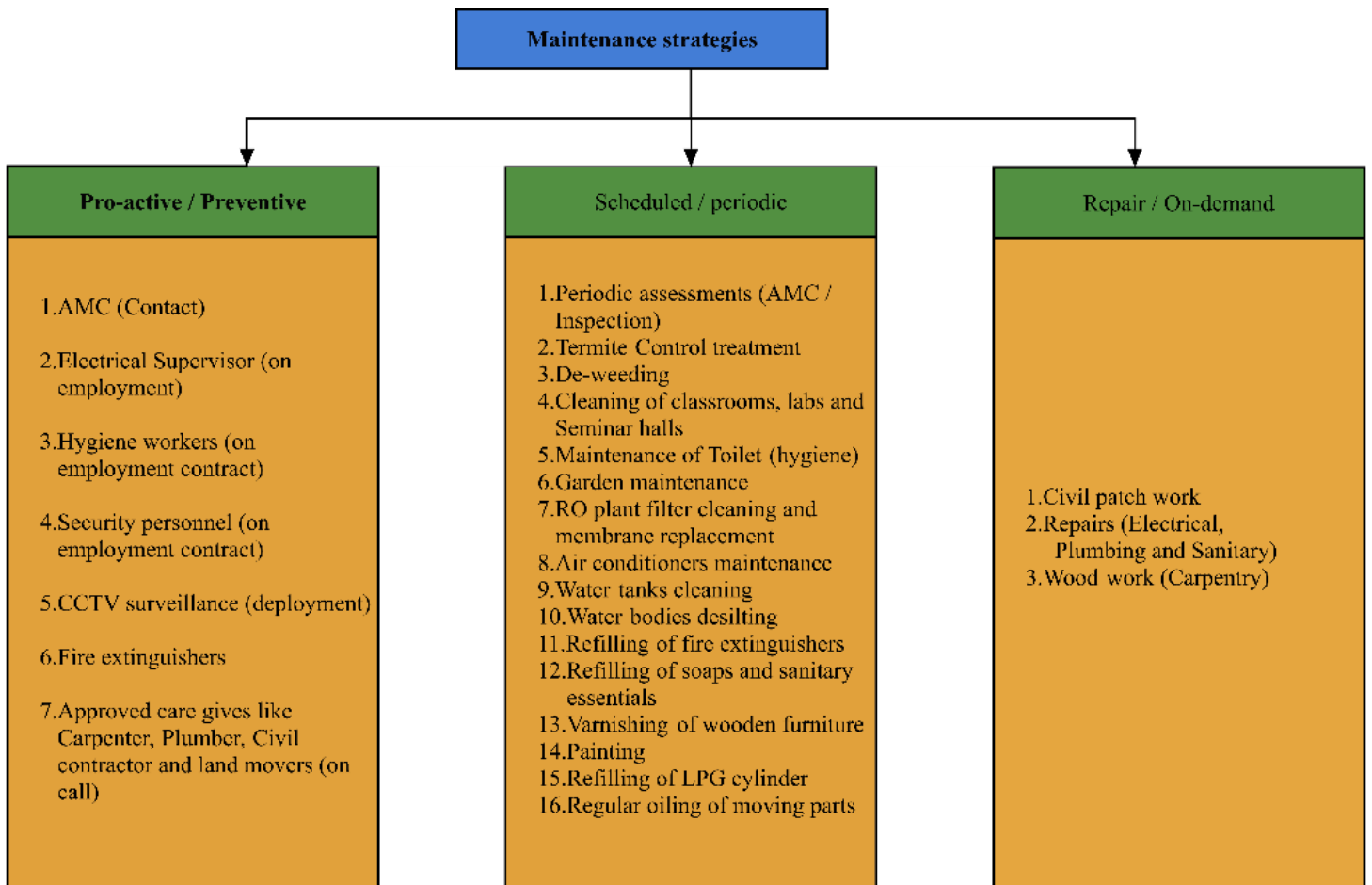
## **4. MAINTENANCE OF PHYSICAL FACILITIES**

## Maintenance of Physical Facilities

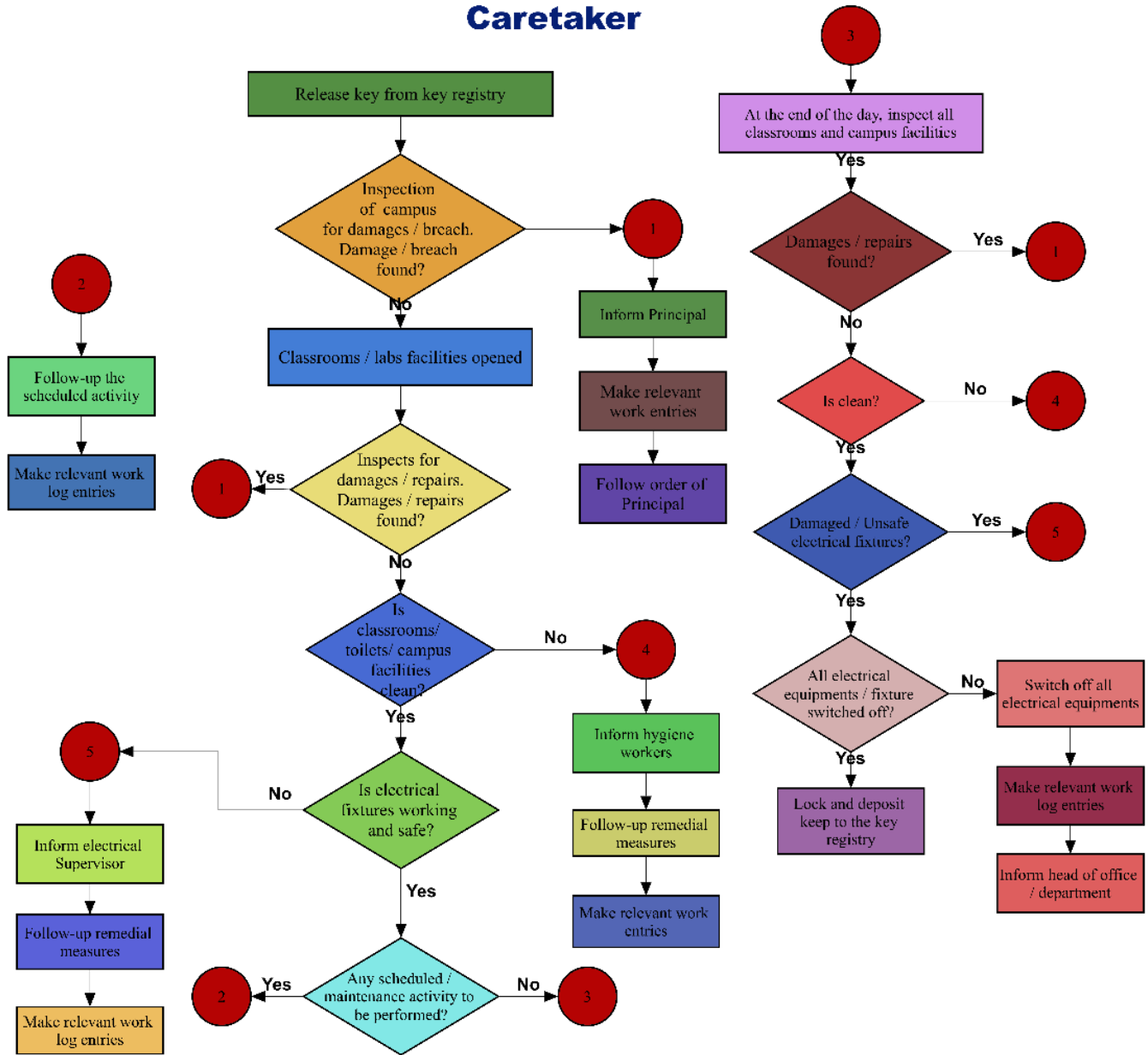
### PERSONNEL

Principal
Care Taker
Electrical Supervisor
Lab Assistant
Library Assistant
Hygiene workers
Security
Plumber
Approved civil contractors
Approved service personnel (Computer)
Approved carpenter
Approved land movers

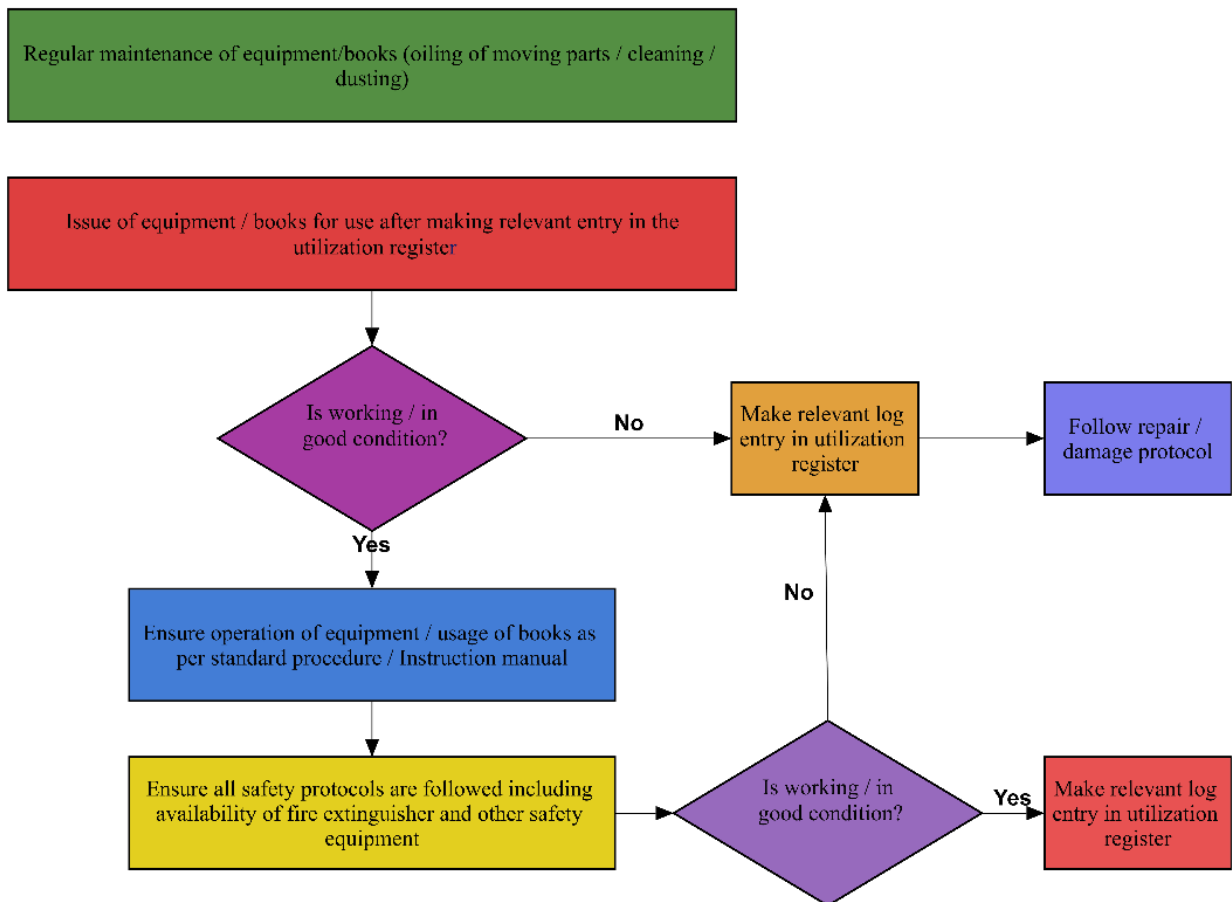
**Maintenance strategies**



# Caretaker

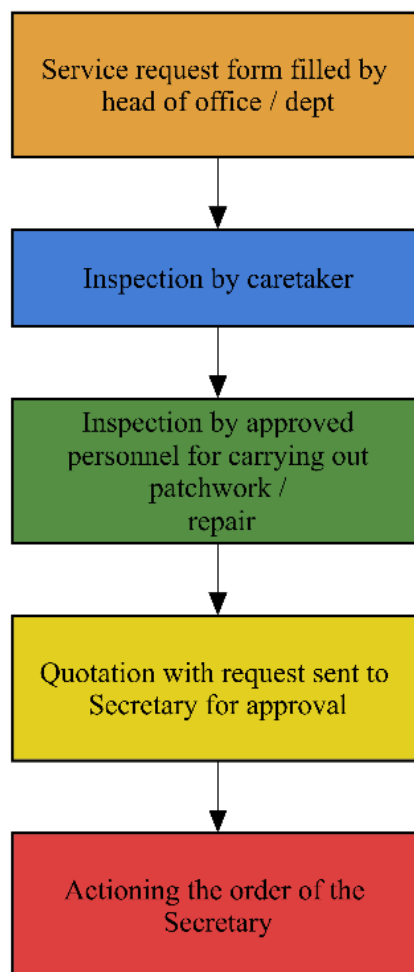


## Lab Assistant / Library Assistant

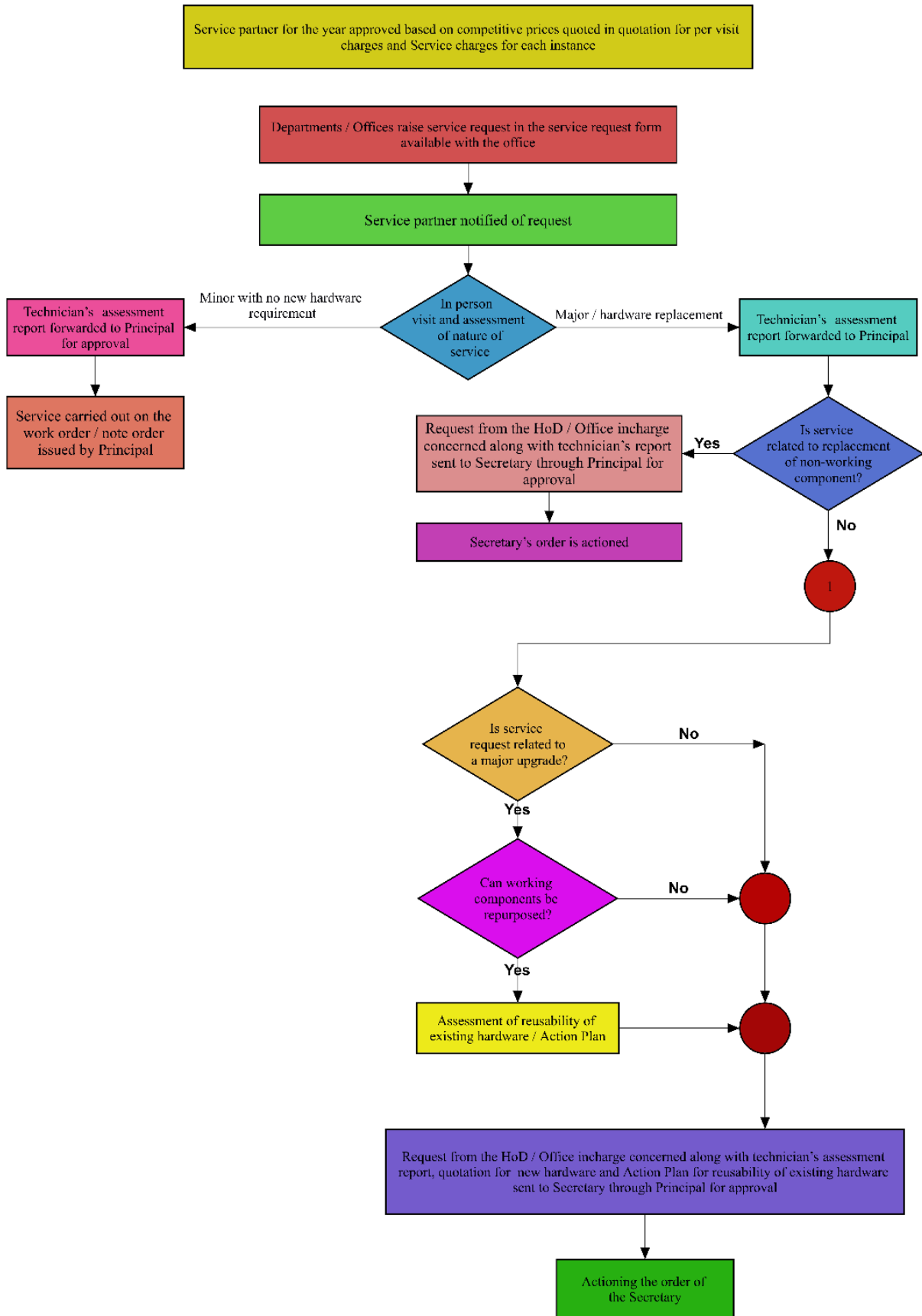


## **5. REPAIR / SERVICING OF PHYSICAL ASSETS**

## Patch work / repair of Physical facilities

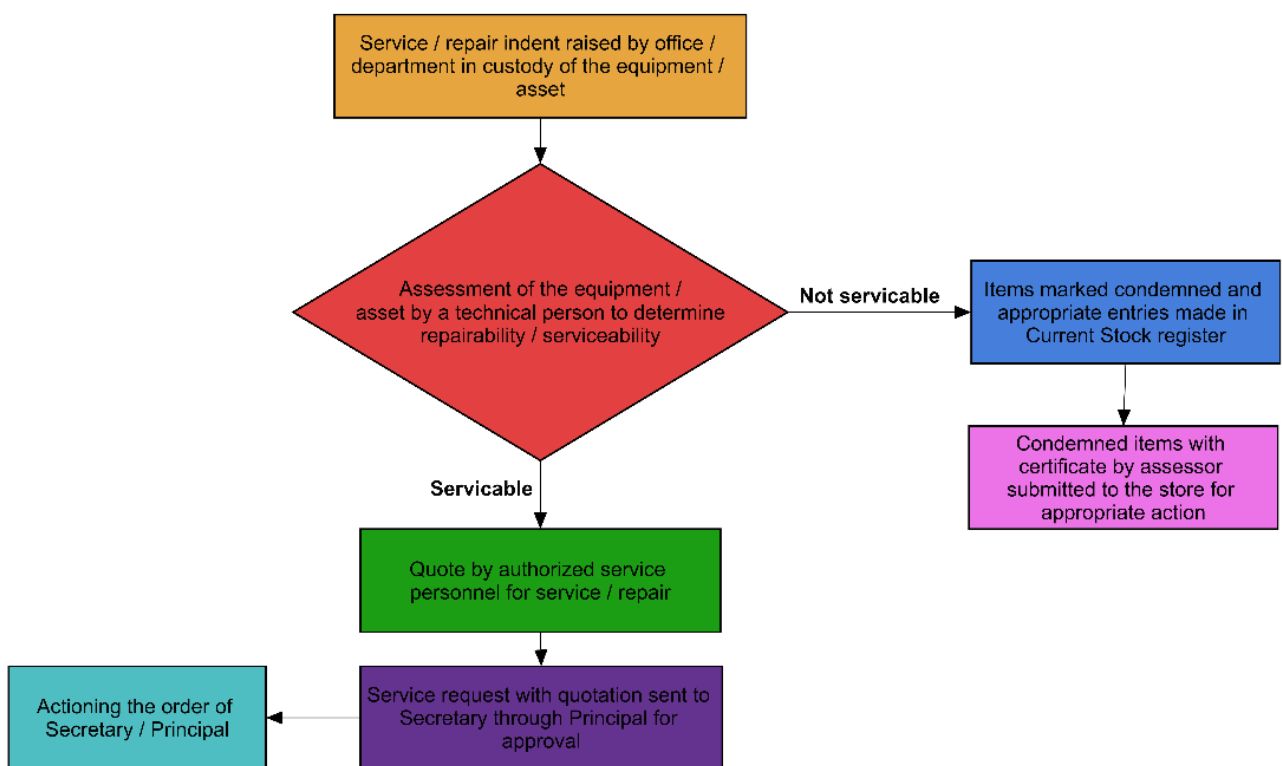


## Servicing the IT infrastructure of the College



## **6. CONDEMNING OF PHYSICAL ASSETS**

## Condemning of physical assets / equipment



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Principal

PRINCIPAL  
THE MADURA COLLEGE (Autonomous)  
MADURAI - 625 011