



## ***MAINTENANCE POLICY***

Commitment to maintaining the infrastructure is a priority for the Management. It believes in providing good physical facilities and a pleasant environment necessary for the Intellectual, physical and mental wellbeing of students. Thus, a well-structured system is in place to ensure proper maintenance of physical, academic and support facilities.

### ***Physical facilities***

AMCs for all computers (desktops and laptops) including library automation and servers as well as maintenance contracts for water coolers, Aqua Guard, chimney and Wi-fi are in place. Renewal of all contracts is the responsibility of the Accounts Office and supervision over maintenance of these facilities is taken care of by the librarians, computer teachers and the facility caretakers. The College electrician (one of the caretakers), is responsible for maintaining the lights, fans, wall clocks and the College bell. All plumbing issues and maintenance of facilities in the toilets are the responsibility of the Class IV. The fire-fighting facilities are tested by holding regular fire drills. The system is certified by the Fire Fighting Department.

### ***Academic facilities***

Loreto College has 17 Undergraduate Departments offering UGC courses in addition to a B.Ed. department and a Post-Graduate English Department. Each Department has been allotted classrooms with adequate seating arrangement for students and teachers. Cleanliness and maintaining the desks and chairs is the responsibility of the Class IV staff who work under the supervision of the facility caretakers. An inventory of furniture is maintained by them.

The Departments who have been given a laptop each, projectors and whiteboards each; an inventory is maintained and the laptops are handed over to the Computer Department at regular intervals for servicing and anti-virus updating. A book is maintained in the College office where Departments can report any problems pertaining to the physical facilities in the classrooms such as a non-functioning fan or light so that

problems can be fixed at the earliest. The Departments have laboratories such as the Psychology and Geography Departments are responsible for the upkeep of all their instruments; records are maintained meticulously including a detailed inventory.

### **Lawns and garden**

The College has lawns. One is spacious enough to hold athletics events such as shot put and discus. The College lawns are maintained by a gardener who works under the supervision of the facility caretakers and the Principal. All financial expenditure is remitted by the Accounts Office for the maintenance of the lawns and flower beds.

### **Sport facilities and equipment**

There is a common room cum sports room which houses gymnasium equipment such as a treadmill, twister and exercising cycles; and indoor games like chess, carom, table tennis, scrabble etc. Inventories are maintained and the gymnasium equipment are regularly serviced by the Class IV staff and by an expert on such equipment. The college also shares a badminton, throw ball and basketball court with Loreto House School with which she shares her campus. The responsibility of maintaining such facilities are shared by the two institutions.

### **Musical instruments**

Cultural activities are conducted either in the Concert Hall or Auditorium. The College possesses three grand pianos and other musical instruments like a drum set, guitars and a synthesizer; harmonium, cymbals, tablas also comprise the instruments maintained. All musical equipment are inventoried. They are kept in store and serviced as and when required. The sound system in the Concert Hall and Auditorium and in classrooms is serviced regularly by the College electrician and a local sound expert.