



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

4.4 - Maintenance of Campus Infrastructure

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

S.no	Particulars
1.	Maintenance Policy
2.	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities
3.	E-waste Certificate



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

Maintenance Policy

The College has a number of committees that meet periodically to address the needs for infrastructure facility repairs and upkeep. The following committees are among those responsible for maintaining the facilities:

Management team: This group consists of the secretary, the academic coordinator, the administrator, the principle and vice principals, and the IQAC coordinator who are involved in important decisions about the upkeep and improvement of various physical and academic facilities. Every week, the management team meets.

General Maintenance team: The College's secretary is in charge of the maintenance team. The Secretary manages the team and is ultimately in charge of infrastructure upkeep. A plumber, an electrician, a carpenter, and the support staff team all help him. Aside from routine maintenance, any significant repair or remodelling work is submitted to the management team, who then contract it out to the proper organisations. The general maintenance staff meets every day and regularly completes the following tasks.

The support team cleans the restrooms for boys and girls twice a day in addition to the classrooms, staff rooms, labs, library, and common areas.

- Water is guaranteed to flow continuously in restrooms.

Technical team: The Secretary of the College and two technical specialists lead the technical team. For continuous service, the team makes sure that the technical infrastructure is constantly maintained. The technical team meets once every two weeks and as necessary.

Internal complaints Register: All concerns about the building's infrastructure, technical issues with classroom projectors and electrical issues are noted in a register in the administrative office, where they are promptly addressed by the responsible party. The Academic Coordinator reviews the resolution of complaints on a weekly basis.

Usage of ICT facility in the department: The best possible use of classrooms equipped with ICT is ensured, and each department maintains a registration for faculty to reserve ICT sessions.

Website Committee: The Website Coordinator is in charge of the website committee. This group regularly oversees and administers the uploading of new content to the college website.

Green and Healthy Environment: A group of effective and knowledgeable gardeners work for the college to preserve the campus. For a lush and healthy atmosphere, seasonal and medicinal plants are nourished.

Classroom Maintenance: The Central Maintenance crew is in charge of maintaining the classrooms. Every day, the rooms are cleaned. Asset maintenance and repair are carried out as needed.

Laboratory Maintenance: The College's computer laboratories are maintained and used under the supervision of the computer centre coordinator and a technical staff. The lab coordinator keeps a log notebook with information on the inventory in the lab. Students' access to the lab is also recorded, along with information about their arrival and departure times.

Library Maintenance: The librarian serves as chair of the group that looks after the library. He has a team and support personnel working for him. A separate log is kept for staff and students to track

daily library usage. The librarian is responsible for keeping track of the books that have been purchased, the periodicals that have been renewed, and the e-resources that have been used.

Sports facilities: The Physical Director is in charge of maintaining the athletic facilities. A support staff member assigned to the Physical Education department helps them. The track and field venue is routinely mowed and maintained for interdepartmental and intercollegiate competitions as well as regular practise.

Security Measures: The College's IT department manages the CCTV surveillance that is used to monitor the entire campus. Additionally, security personnel are on duty around-the-clock on campus to guarantee the protection of faculty and staff.

Fire Extinguishers: We have several fire extinguishers that are regularly refilled. Blocks A, B, and C each have overhead water tanks with a capacity of more than 13000 litres, and they are connected to hoses that can be used in case of any unanticipated emergencies.

Power supply: To provide a constant supply of power, a generator with a power output of 25 kVA and Solar panels with a power output of 6.12 kVA are installed. When necessary, the maintenance service is performed.

Student Facility Centre: The needs of the students are met by a canteen that is spread out over a space of Width 65 Sq, Length 75 Ft with a separate cooking area, Dining Hall Facilitied With gas pipelines and service areas, caters to the need of the students

Faculty Cafeteria: A separate eating area is accessible just for faculty. There are sufficient seating options in the cafeteria.

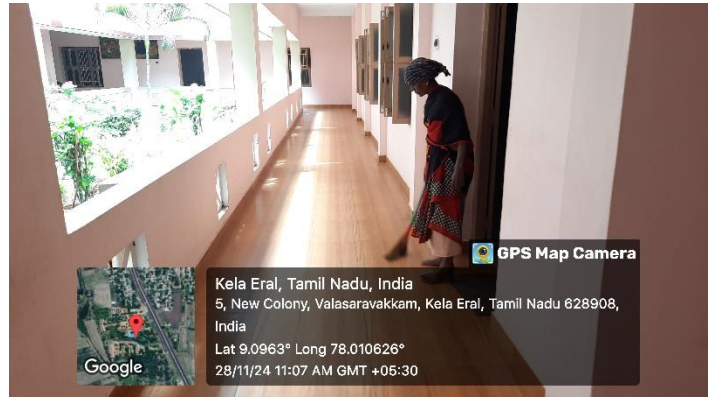
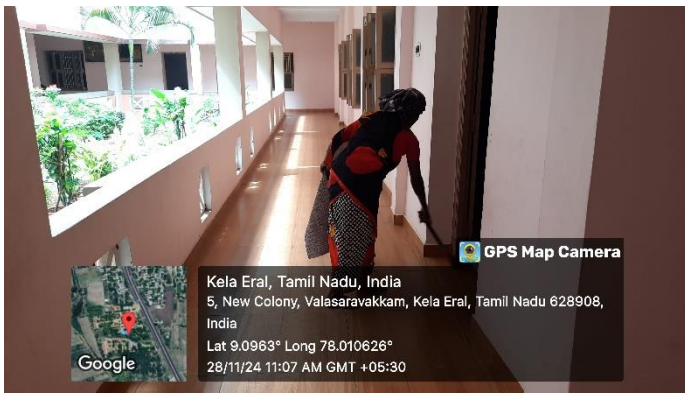
Outsourced maintenance activities:

- Periodic maintenance is performed on computers, A/C units, R.O. plants, solar panels, and CCTV systems.
- The sanitary napkin disposal device receives routine maintenance.

GARDENING



HOUSE KEEPING



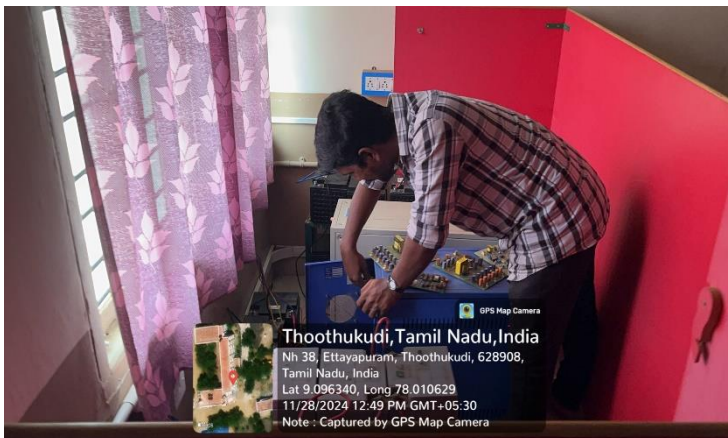
Generator maintenance



CCTV Maintenance & Internet maintenance



UPS Maintenance



Reverse osmosis



AC Maintenance



Projector maintenance



Computer Maintenance



E-waste Certificate 2022-2023



22-03-2022

To

The Principal,
Don Bosco College of Arts and Science,
Keela Eral,

Dear Madam,

Sub: E-Waste – Received – Reg

With reference to the service report of Computer Lab, the following items are received as ruined.

S. No	Item Description	Quantity	Status
1	Internal Hard Drive 500GB	3	Irreparable
2	SMPS	16	Irreparable
3	LCD 13" Monitor	4	Not Working
4	LCD 15.6" Monitor	1	Not Working
5	Mother Board	18	Irreparable
6	Keyboard	17	Irreparable
7	Mouse	8	Irreparable
8	Cabin	12	Irreparable

We assure that, the above electronic components to be disposed / recycled according to the guidelines prescribed by government.

Thank you

For POSTULATE INFO TECH



Authorised Signature

www.postulate.in

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Don Bosco College of Arts and Science

A Christian Minority, Self-financing College, Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Keela Eral, Ettayapuram TK, Thoothukudi DT, Tamilnadu - 628 908
☎ 04632-290768 • 97904 02888 ✉ principal@dbcas.edu.in 🌐 <https://dbcas.edu.in>

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge and conviction.




PRINCIPAL
Don Bosco College of Arts & Science
KEELA ERAL