



M.KUMARASAMY COLLEGE OF ENGINEERING

NAAC Accredited Autonomous Institution

Approved by AICTE & Affiliated to Anna University
ISO 9001:2015 & ISO 14001:2015 Certified Institution

Thalavapalayam, Karur - 639 113.

CAMPUS MAINTENANCE POLICY



M.K.UMARASAMY
COLLEGE OF ENGINEERING

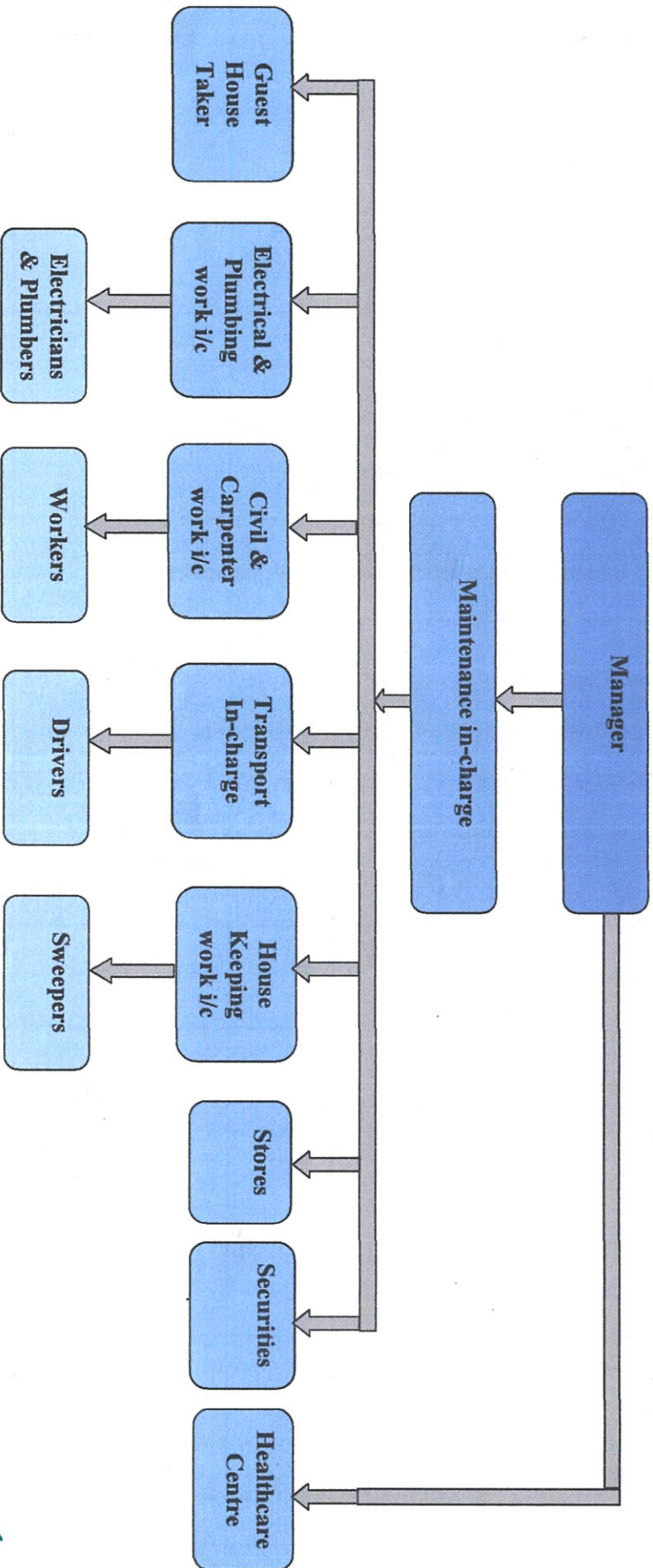
NAAC Accredited Autonomous Institution

Approved by AICTE & Affiliated to Anna University
ISO 9001:2015 & ISO 14001:2015 Certified Institution

Thalavapalayam, Karur - 639 113.



Campus maintenance Flow chart



[Signature]
Principal

PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 113.

CAMPUS MAINTENANCE POLICY

LIST OF CONTENTS

S. No	Title	Page No.
1	Introduction	3
2	Objectives	3
3	Scope	3
4	References	4
5	Availability of facilities, locations and other common amenities	4
6	Campus Maintenance Schedule and Services	6
7	Resource identification and Allocation	8
8	Execution and Monitoring	8
9	Review and Analysis	8
10	Certifications	8
11	Annexure	9

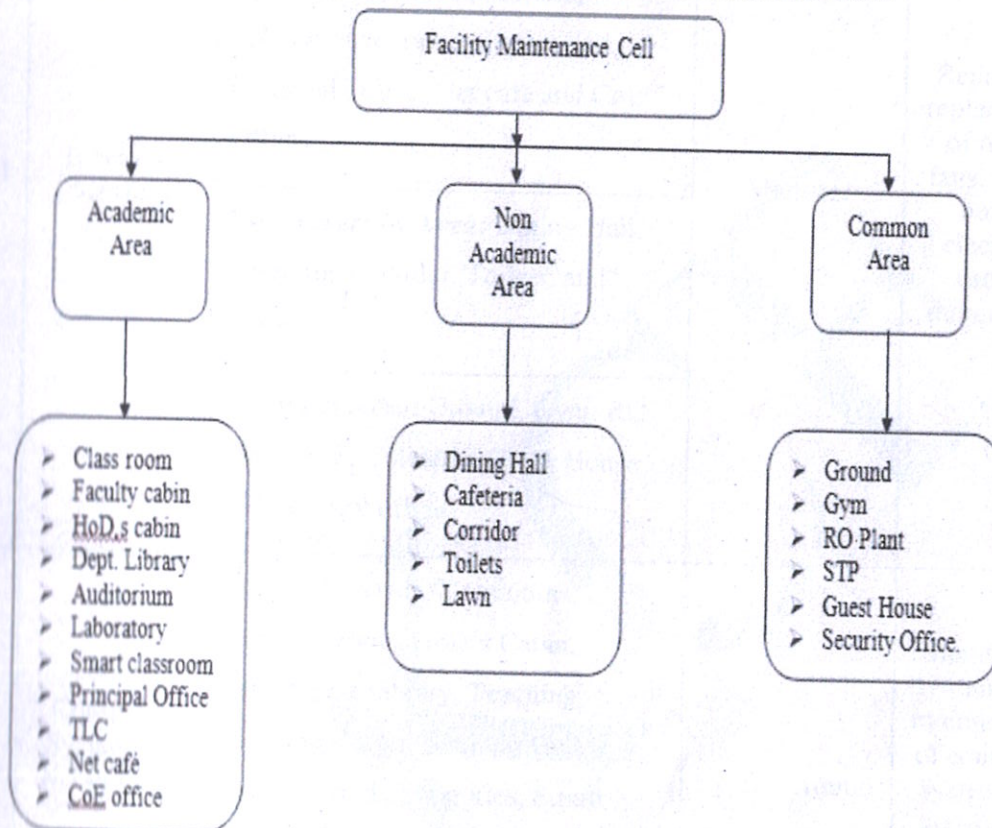
CAMPUS MAINTENANCE POLICY

1	Introduction
	<ul style="list-style-type: none">➤ M.Kumarasamy College of Engineering (MKCE) is the centre for excellence in Engineering relevant to technical and societal needs. Various framed policies and procedures are followed in the institution to ensure the comprehensive growth of all the stakeholders related with the institution.➤ M.Kumarasamy College of Engineering has a wide range of buildings, classroom infrastructure, laboratory infrastructure, playgrounds, dining halls and other common amenities to deliver the teaching programmes. This document provides a management framework to ensure that these assets are maintained effectively to support the institute's strategic objectives. This document also gives a consistent approach to the maintenance of all the assets of the institute.
2	Objective
	<ul style="list-style-type: none">➤ The main objective of the campus maintenance policy is to ensure the maintenance and optimal utilization of various resources for enhancing the experience of learning and other facilities.
3	Scope
	<p>Facility Maintenance Cell is the solitary provider of campus maintenance services. Facility maintenance Cell is responsible to:</p> <ul style="list-style-type: none">➤ Ensure the maintenance responsibilities for college building, infrastructure, electrical, plumbing, air conditioning, STP, RO water plants, guest house and common areas.➤ Ensure the cleanliness and hygiene in academic areas such as classrooms, laboratories, faculty cabin and non-academic areas like gyms, rest rooms, auditorium, cafeteria, and play grounds.➤ Providing routine services for the disposal of unwanted materials in public places and trashes of academic, non-academic, common area and guest house.➤ Renovation and replacement of interior painting, electrical work, plumbing, mechanical, civil, furniture's and water lines.➤ Sequential recording of complaint through CAMS portal and rectified by Facility Maintenance Cell.➤ As per the schedule the disposal of scrap from institute proper recorded in regular manner.

4 References

- Safety Guidelines and Material Safety Data Sheets (MSDS), wherever applicable as given by the suppliers.

5 Availability of facilities, locations and other common amenities:



S No	Services	Locations	Responsibility	Nature of work
1	Cleaning	<p>Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Auditorium, Laboratories, Smart Classrooms, Principal Office, TLC, Net café and CoE Office.</p> <p>Non-academic Area: Dining Hall, Cafeteria, Corridor, Toilets, and Lawn.</p> <p>Common Area: Ground, Gym, RO Plant, STP, Guest House and Security office.</p>	Cleaning Supervisors	Ensure the cleanliness and sanitary nature

2	Repairing & Replacement			
2.1	Electrical Services	<p>Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Auditorium, Laboratories, Smart Classrooms, Principal Office, Net café and CoE Office.</p> <p>Non-academic Area: Dining Hall, Cafeteria, Corridor, Toilets, and Lawn.</p> <p>Common Area: Ground, Gym, RO Plant, STP, Cafeteria, Guest House and Security office.</p>	Manager	Repair and replacement of lights, fans, switch boxes, electrical cables, motors, AC
2.2	Computer Systems & Networking	<p>Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Net café and CoE Office.</p>	System Admin	Monitoring and maintenance of computer system and networking devices, Internet facility
2.3	Plumbing	<p>Academic Area: Learning Center, Auditorium, Laboratories, Principal Office and CoE Office.</p> <p>Non-academic Area: Dining Hall, Stores, Corridor, Toilets and Lawn</p> <p>Common Area: Ground, Gym, RO Plant, STP, Cafeteria, Guest House and Security office.</p>	Facility Maintenance	Monitoring and maintaining the water distribution system.

3	Gardening	Lawn and Tree maintenance	Facility Maintenance	Monitoring and maintaining green environment, trimming of tree, lawn and plants
4	Construction materials and Furniture	Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Auditorium, Laboratories, Smart Classrooms, Principal Office and CoE Office.	Civil Stores	Purchase and maintenance of material movement
		Non-academic Area: Dining Hall, Stores, Corridor, Toilets and Lawn.		
		Common Area: Ground, Gym, RO Plant, STP, Cafeteria, Guest House and Security office.		

The above listed areas are indicative only and may be added further as and when the facilities are added or established.

6 Campus Maintenance Schedule and Services

- Facility Maintenance Cell aims at optimum utilization of various resources in the campus through (i) Preventive maintenance, (ii) Break-down maintenance, (iii) Predictive maintenance and (iv) Disaster prevention schedules for various equipment / facilities available in the campus and avail the uninterrupted services and execution of various activities.
- Facility Maintenance In-charge shall prepare the detailed list of preventive and predictive maintenance schedules as per the ISO quality manual (for academic, non-academic, common areas and guest house) with required resources for execution of such activities. The schedule shall include the activities to be carried out in terms of daily, weekly, monthly and annual maintenance through the CAMS web portal.

- In the case of emergency requirements, which might arise due to failure of certain systems, facility maintenance in-charge shall attend immediately and restore system back in appropriate conditions. On completion of maintenance activities, facility maintenance in-charge shall prepare a detailed report on the maintenance activities carried out to the Head of the Institution for further actions.

Updating of Stock Register

- Facility maintenance in-charge shall maintain the stock registers (Annexure I) of various consumable items available with them and update them as and when the items are used for carrying out the maintenance activities. Periodically, Facility maintenance in-charge shall carry out analysis of consumption pattern of various items present in the stores for initiating purchase activities for further usage.

7 Resource identification and Allocation

- The campus maintenance cell has to identify and distribute the manpower's under the selected supervisors and allocate the roles and responsibilities to complete the tasks assigned as per the schedule.

8 Execution and Monitoring

- Manager / Liaison officer shall distribute the required equipment, materials and consumables with the safety devices, to the selected supervisors.
- Concern in-charge shall monitor the proper execution of the assigned tasks as per the schedule.

9 Review and Analysis

- Facility maintenance in-charge shall analyze the complaints and categorize as preventive, predictive or breakdown and assign the job accordingly to the available manpower.
- Manager / Liaison officer shall conduct the review meetings (Annexure II) annually.

10 Certifications

- Manager / Liaison officer shall obtain mandatory certification to ensure the safety of systems deployed in the campus such as building safety, electrical safety, fire safety and lift safety, as and when they are due. In addition voluntary certification also can be obtained namely heavy rain, earthquake and heavy wind.


Non Academic Complaints registration portal link

<http://www.camsmkce.in/login.aspx>

Registration of Non Academic Complaints through CAMS web portal

The screenshot shows a web browser window with the following details:

- Browser tabs: CAMS Web Portal | Dashboard
- Address bar: Not secure | camsmkce.in/index.aspx
- Page Title: CAMS Web Portal | M.KUMARASAMY COLLEGE OF ENGINEERING, KARUR - 639 113
- User Profile: Mr. JAYAKUMAR V
- Section: Non Academic Complaint / Oblique Breakdown Register
- Form Fields:
 - Name: Mr. JAYAKUMAR V
 - Department: Electrical and Electronics Engineering
 - Date: 2020-09-23
 - Block Name: None (dropdown menu)
 - Room/Place Name: (text input field)
 - Complaint Category: None (dropdown menu)
 - Complaint Description: (text area)
- Submit Button: Submit


10/5/18
PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 113

Review of Non Academic Complaints through CAMS web portal

Complaint Date & Time	Complaint No.	Place	Description	Approved Date & Time	Work Nature	Work Alloted To	Completed Date & Time	Action Taken	Rating	Feedback
2018-02-27 14:08:56 PM	CR51962	Main Block (EEE Faculty Cabin (Near to Dean Cabin))	We are in need of toner filling for the printer.	2018-02-27 14:08:56 PM	Printer problem	Mr.NANDHAKUMAR B	2018-03-07 17:11:12 PM	Action Taken : Toner Refilled Work Done By : Printer Engineer	5 ★	5

Principal

M. Kumarasamy
10/5/18

PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 113.

Responsibilities for maintaining equipment/facility shall be according to the following table:


S No.	Services	Locations	Responsibility	Nature of work
1	Cleaning	Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Auditorium, Laboratories, Smart Classrooms, Principal Office, TLC, Net café and CoE Office.	Cleaning Supervisors	Ensure the cleanliness and hygienic nature
		Non-academic Area: Dining Hall, Cafeteria, Corridor, Toilets, and Lawn.		
		Common Area: Ground, Gym, RO Plant, Guest House and Security office.		
2	Repairing & Replacement			
2.1	Electrical Services	Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Auditorium, Laboratories, Smart Classrooms, Principal Office, Net café and CoE Office.	Manager	Repair and replacement of lights, fans, switch boxes, electrical cables, motors, AC
		Non-academic Area: Dining Hall, Cafeteria, Corridor, Toilets, and Lawn.		
		Common Area: Ground, Gym, RO Plant, Cafeteria, Guest House and Security office.		
2.2	Computer Systems & Networking	Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Net café and CoE Office.	System Admin	Monitoring and maintenance of computer system and networking devices, Internet facility, Camera

[Handwritten Signature]
15/18

PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 418

2.3	Plumbing	Academic Area: Learning Center, Auditorium, Laboratories, Principal Office and CoE Office.	Maintenance in-charge	Monitoring and maintenance of water distribution system.
		Non-academic Area: Dining Hall, Stores, Corridor, Toilets and Lawn		
		Common Area: Ground, Gym, RO Plant, Cafeteria, Guest House and Security office.		
3	Gardening	Lawn and Tree maintenance	Maintenance in-charge	Monitoring and maintenance of green environment, trimming of tree, lawn and plants
4	Construction materials and Furniture	Academic Area: Classrooms, Faculty Cabins, HoD's Cabin, Department Library, Teaching Learning Center, Auditorium, Laboratories, Smart Classrooms, Principal Office and CoE Office.	Stores	Purchase and maintenance of material movement
		Non-academic Area: Dining Hall, Stores, Corridor, Toilets and Lawn.		
		Common Area: Ground, Gym, RO Plant, Cafeteria, Guest House and Security office.		
8	Healthcare Centre	Healthcare Centre : In order to maintain the good health students, faculties and workers in case of any immediate medical needs, there is a clinical staff present during the working hours. So we are maintain the health and hail of all peoples in campus	Medical Officer	Take care of medical needs.

Principal

 10/5/13

PRINCIPAL,
M. Kumarasamy College of Engineering,
THALAVAPALAYAM,
KARUR - 639 113