

## **Procedures and policies for maintenance**

The institute ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. First the proposal is submitted and then its evaluation is done by the Manager / Liaison officer.

Following are the maintenance mechanisms followed by the institution in particular:

### **Laboratory**

- All Laboratories are maintained as per 5S Workplace Management System and monitored by Department 5S coordinators
- The equipment stock in the laboratory is listed in the stock register and it is maintained and audited periodically
- The laboratories are equipped with adequate manpower and other facilities for provision of hands on experience for the students pertaining to their area of study

### **Library**

- Day to day activities of the Library is governed by the Librarian and Assistants
- The overall monitoring of the Library is governed by a Library committee consisting of Principal, Professor In-charge of Library and Department Level Coordinators and Librarian

### **Sports Complex**

- The Physical Director of the Institute is the in-charge of the sports complex and equipment
- The institute facilitates its students with wonderful sports facilities
- Students are allowed to play and practice after college hours with a facilitator to monitor
- The Physical Director supervises the Grounds man and staff assigned for ground, courts and indoor games for the maintenance and repair works
- Kumarasamy Trophy, Intra College and alumni sports meet are regularly organized to provide an opportunity for the students, faculty members to exhibit their talents

### **Computer System and IT**

- Servers and desktop systems are checked for release of new updates and upgraded accordingly
- All computer systems are checked, and antivirus is updated for every 6 months. Under the supervision of the System administrator, lab assistants maintain the Institute computers and accessories
- Through in-house software CAMS, maintenance associated queries and problems are effectively solved in a speedy time

### **Classroom**

- The Institute has maintenance committee that oversees the maintenance of buildings, classrooms, and laboratories. The maintenance committee is headed by the Manager who in turn monitors the work of the Supervisor at the next level

### **Campus Maintenance**

- Manager will coordinate the maintenance activities of the Institute

### **Maintenance Schedule and Services**

- The college has college Administrative Management System (CAMS) for complaint register. The registered complaints have followed by the HoD, Manager, incharge and completion status. The CAMS also provide event management system for conducting events and related arrangements (Car, Food, Refreshment and Hall)
- Manager 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

### **Building and Construction**

- Any building related request like building construction, modification / maintenance is passed to the Principal for approval as accorded by the Liaison officer. However minor modifications like painting and damages in the building will be checked periodically and corrective action will be carried out

### **Electrical Maintenance**

- Electrical Maintenance related complaints are registering in the in-house software CAMS, which are received through class committee reports and letters
- Electrical maintenance department has taken activities for encompassing repairs,

replacement of defective parts, regular testing of safety lights and systems, and maintenance of lighting fixtures. Monitoring and inspection of all electrical works is carried out by Electrical maintenance team in a periodical manner

#### **Power generation (DG, Solar, Biogas)**

- Institute has 250kW solar power generation capacity. The solar panel is with cleaned with water 2 weeks once.
- The Institute powerhouse has 2 generators with a capacity of 500kva and 82.5kva. Electrical maintenance such as light, fan, machinery compliance is rectified and maintained regularly

#### **Fire extinguishers**

- Fire extinguishers are provided as part of safety equipment in all labs and departments and it will be refilled periodically

#### **Biogas**

- In the Institute campus biogas is produced using human waste

#### **Sewage Treatment plant (STP)**

- The sludge from clarifier tank is pumped to drying bed for removing the moisture content and the resultant dried sludge is used as organic manure in farm field

#### **Rainwater Harvesting**

- In Institute campus, 3 ponds are available in different location with sufficient storage capacity, the environmental issue is addressed by means of chlorification, scheduled periodically

#### **Hostel - Solar Water Heater Maintenance**

- The solar water heater panels are cleaned with water every 2 weeks once. The functioning of the electrical heater in the solar water heater will be maintained 6 months once

#### **Healthcare Center**

- 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 maintaining the health and hail of all peoples in campus