

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.

The college has Maintenance Committee headed by the Management Representative/Principal that looks the entire maintenance of buildings, classrooms and laboratories etc.

The College has established systems and procedures for maintaining and utilizing physical, academic and support facilities through the following committees'

1. General maintenance committee
2. Furniture maintenance Committee
3. Games and Sports Committee
4. Library committee
5. Transport committee.

The General Maintenance committee is also supervised by the Accounts Officer, Assistant Management Representative and estate officer who in turn monitors the work of the Estate office at the next level. The estate officer is accountable to the accounts officer and functions as the coordinator who organizes the workforce, maintaining duty files containing details about their individual responsibilities, timings, leave etc. The Assistant Management Representative conducts periodic checks to ensure the efficiency / working condition of the infrastructure. Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a good-natured learning environment.

The above committees verify the equipment or facilities with stock register and suggest any kind of suggestions to improve the facilities and submit the report to the Principal for further review with the concerned departments

The Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by sweepers as per scheduled time for each floor. Wash rooms and rest rooms are well maintained and also monitored on each floor by Non-

teaching/Lab assistant. Dustbins are placed in every floor with the word of 'USE ME' and it is cleaned by once a day. The Green Cover of the campus is well maintained by a full time gardener.

The normal working condition of all properties/equipment/Machinery on the campus is ensured through daily maintenance, weekly maintenance, monthly maintenance and annual maintenance contracts (AMC). The AMC purview includes maintenance of A.C. Transformer, Generators, Air Conditioners, computer accessories, UPS, batteries and Water Purifiers.

The campus and Laboratory maintenance is monitored with Proper inspection is done with verification of stock takes place at the end of every year by conducting annual stock auditing with the help local trained auditors.

Estate officer and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.

The Estate office workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.

Maintenance of Library Books and Records

The control of Central library books, department library books and records are maintained by Chief Librarian with their non-teaching members. The stock verification is done every year by the maintenance department. Book preservation process is being carried out periodically. The identified damaged books will be sent for binding.

Electrical Maintenance of Transformer, Generators, UPS, Batteries and Fire Extinguisher

Regular checkup of equipment is carried out at the end of every semester. Breakdown register is maintained in the laboratories. As per the requirement minor repairs are carried out by the lab assistant of faculty member. Monitor electrical equipment such as Transformer, Generator, UPS, and Batteries, monthly and enter the condition/Status of equipment in Log book. Call the AMC contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report. If the replacement of any part is necessary then call the quotations & purchase as per purchase procedure.

Apart from contract workers, the college has trained in-house electricians (B and C-license holder) and plumbers. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. Parking facility is well organized.

The Fire extinguisher and its function is checked and controlled by trained staffs with AMC.

Transport Maintenance:

Providing a safe work environment within the Vehicle Maintenance area of Transportation Services is essential, therefore access to the Vehicle Maintenance area is restricted to technicians and pertinent staff unless otherwise approved by management. The following procedures are in place to help ensure the safe and efficient operation of the Vehicle Maintenance area.

Issues regarding vehicle repairs or scheduled work must be approved by the Manager, Transportation Services. Manager should be alerted of problems from any repairs or maintenance issues.

Computer maintenance:

Students and faculty members are provided separate login credentials to access the internet. Access to internet lab is provided in the lab even after college working hours. Apart from the regular lab classes, students are offered practice in

programming languages by various value added courses which are undertaken in the lab. Since Preventive maintenance and breakdown maintenance procedure is followed so as to ensure maximum availability of the systems in the lab. Installation of antivirus and firewall ensure that the software and system is secured. A daily status check on the hardware and software condition of the machines is undertaken and the same is noted in a maintenance register. This ensures that the problem is identified and rectified at an early stage itself. Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded in a register. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from vendor is taken. Periodic maintenance is done by regular cleaning of the lab spaces, software updates and antivirus updates.

System administrator Maintains Stock Register regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc. Maintenance and up gradation is looked after by computer maintenance committee from year twice.

Annual Maintenance Contracts (AMC) for computers used in different departments as well as those used as a central facility like the Wide Area Network (WAN), Intercom etc. are renewed regularly to ensure their good service.

Inspect the work done by the contractor and ensure smooth functioning of equipment. Report the completion of work to the Principal.

Please find the attached document list of Maintenance Committee members with their responsibilities:

1. Mr. A. Selvaraj, Electrical Engineer(C-licensed) - Break down of transformer and H.T lines maintenance.
2. Mr. K. Baskar, Electrician (B-Licensed) – Electrical maintenance work.
3. Usha Fireworks, Puducherry- Maintenance and refill of fire extinguisher.