

K.S.R.COLLEGE OF ENGINEERING

(Autonomous)

(Affiliated to Anna University, Accredited by NAAC with A++ Grade)

K.S.R Kalvi Nagar, Tiruchengode, Namakkal-637215.



MAINTENANCE POLICY

K.S.R. COLLEGE OF ENGINEERING, TIRUCHENGODE.

VISION AND MISSION OF THE INSTITUTION

1. VISION

To become a globally renowned institution in Engineering and Management, committed to providing holistic education that fosters research, innovation and sustainable development.

2. MISSION

- ❖ Deliver value-based quality education through modern pedagogy and experiential learning.
- ❖ Enrich Engineering and Managerial Skills through cutting-edge laboratories to meet evolving global demands.
- ❖ Empower research and innovation by integrating collaboration, social responsibility, and commitment to sustainable development.

3. QUALITY POLICY

K.S.R. College of Engineering is committed to delivering high-quality education in Engineering and Management, fostering research, innovation, sustainability, and leadership to prepare students for global challenges.

4. MAINTENANCE POLICY

The physical and academic facilities are utilized with a policy to optimize the use of resources based on needs of education, research and administration.

4.1. Maintenance of Campus and Buildings

- The Overall maintenance of the institutional infrastructure including the buildings and the garden, shall be under the direct control of the Director Operations of the institution, under whose supervision any kind of repair/service/work shall be carried out.
- Procurement of any civil engineering/electrical/plumbing material/furniture shall be allowed only with the permission of Director Operations of the institution.
- Director Operations is entrusted with the responsibility of taking periodical

preventive measures for the maintenance of the buildings, white washing and etc. Plumbing works, rectifying leakages in pipe lines, providing uninterrupted water facility, maintenance of generator and other electrical works, replacing fire extinguishers on requirement, and ensuring a clean environment on the whole campus with the help of the house keeping staff and other employee appointed by the institution for the specific purpose.

- Director Operations must ensure the availability of Ramps and Special Toilet facilities for physically challenged, power back up facilities for the entire campus, and the availability of Fire Extinguishers at the appropriate places for complete safety.
- Cleaning of the campus areas in all the blocks including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned thrice every day.
- The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the maintenance In charge.
- Maintenance of Classrooms
- The Heads of the Departments are laden with complete responsibility for proper utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, and libraries.
- The Heads of the Departments must ensure that the classrooms have adequate furniture, tube/LED lights, multiple electrical points, and uninterrupted electrical and water supply.
- All furniture, green/white boards, smart class rooms, LCD/Overhead Projectors, Publish Addressing System, and Podium must be utilized for academic and research pursuits.
- The classrooms/lecture halls must be utilized only for academic purpose.
- Students are instructed to utilize all classrooms optimally during the daylong working hours.
- Stock Register/Log Book must be maintained and annual Stock Verification must be done with the help of the committee instituted by the Principal.

- Damage/loss of the goods/leakage should be instantly reported to the estate office. Any repair work/service must be performed by the estate office electricians/plumbers/carpenters for proper functioning.
- Cleanliness inside and outside classrooms must be given utmost priority.

4.2. Maintenance and Utilization of Seminar Halls and Auditoria

- Seminar halls and auditoria are under the purview of the Head office affairs and the cleanliness is taken care of by the housekeeping team.
- Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made.
- For accessing the facilities, the organizing faculty/staff member submits a form available with Head office affairs, through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.
- Maintenance of IT facilities
- Computer/Network Maintenance Cell maintain the ICT facilities including computers and servers.
- The CCTV, Biometric Devices, Public Address System, in addition to the Audio Visual Aids, are to be maintained by the skilled technical staff appointed by the institution.
- To minimize e-waste, electronic gad gets like projectors, computers, printers, photocopiers are serviced and reused.
- Purchase of new band width and installation of anti-virus as well as new software is done.
- Campus local are a network and Wi-Fi is maintained by Network Maintenance cell staff.
- Stock Register must be maintained and updated and verified annually by in charges.
- Computer/Network related issues are addressed immediately by the Network Maintenance by sending an email to headinfrat@ksrce.ac.in.

4.3. Maintenance of Computers and ICT Facilities

- The laboratories must be utilized for academic and research purposes, for conducting online quizzes, tests and assignments, and for pursuing online

courses.

- For ensuring optimum and time-bound utilization of Computer Centre proper time tables must be used as guidelines.
- Stock Register must be maintained and updated and verified annually by Purchase Section.
- The systems in the computer labs should be maintained with the help of the hardware technician appointed by the college.
- Internet and Wi-Fi facility for the entire campus are to be maintained by skilled technician appointed by the university for this specific purpose.

4.4. Maintenance of Laboratories

- The laboratories must be utilized for enhancing/demonstrating the pursuers' practical ability, for research activities.
- Proper time table must be adopted for the exact utilization of the laboratories.
- Prior permission from the Principal must be sought for conducting any kind of consultancy services to other institutions.
- The equipment for the laboratories should be purchased by inviting quotations as per Institution norms and orders to be placed with the organization offering standard equipment at feasible rate after preparing the comparative statements.
- The service and maintenance of the equipment should be performed by the respective suppliers through annual maintenance contract and/or on call basis.
- Stock Register for lab equipment's must be maintained in the respective departments and Annual stock verification must be done by the committee constituted by the stock verification in charge and Principal.
- Standard operating procedures for all high end equipment's are made available to the users.
- Breakage and repair if any are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment.
- Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students/research scholar at the end of the year.

- The condemned/obsolete items are discarded by procedure after getting there port of the Principal and the same is entered in the stock register.

4.5.General Maintenance Procedure

- The Heads of departments/ section heads shall inform the Building and Maintenance section for any kind of repair/breakdown in writing/mail.
- The Director Operations shall depute the technician/electrician to the department/section concerned to complete the job within two days.
- Upon completion of the work, the technician/electrician shall record the nature of the work completed in the maintenance register and get it attested by the concerned head of the department/section.
- If any accessories needed to complete the work, the carpenter/technician/electrician should intimate to the estate office to purchase and provide within an approximate time frame to complete the work.
- In case of equipment/machines not covered under AMC, the service/repair work will be out sourced with the permission of the Principal.
- All the condemned items should duly be reported to the purchase section, under whose purview such items will either be discarded or put into auction/scrap sale once in a year.
- All the departments and sections must maintain proper stock registers and the College shall constitute a committee for stock verification once in two years and report to the authorities.

4.6. Maintenance Policy


- Besides Periodic maintenance, Preventive and Breakdown Maintenance are carried out as and when required for effective utilization of Infrastructure. Annual maintenance (AMC) shall be provided for costly equipment in the laboratories. Repair and Replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.
- **Periodic Maintenance:** Periodic Maintenance of the facilities/equipment as per the schedule shall be carefully executed by the persons laden with responsibility of the work. The College electric equipment and electronic gadgets, buildings, gardening, water bodies, transports gymnasium/sport/games equipment etc. is

to be done with due proceedings.

- **Break-down Maintenance:** For the break-down of any asset/property/facility/equipment which, needs urgent repair, the Institution shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, Website, Vehicles, public Address System lab equipment come under the Break-down Maintenance System. For the break-down of any Electronic gadget, or any equipment with warranty periods, the suppliers/their agencies shall be instantly contacted for the restoration of work through repair/replacement as per the requirement.
- **AMC Policy:** The Institution's laboratory equipment and other High Value items are to be maintained by the respective suppliers as per the AMC Policy (Free of cost for the first 3-5 years).

4.7. Conclusion of a Maintenance and Service Policy

- **Ensures Safety:** Protects students, staff, and visitors by maintaining safe and secure facilities.
- **Enhances Learning Environment:** Provides reliable infrastructure that supports academic activities and research.
- **Cost Efficiency:** Prevents costly repairs and replacements through proactive maintenance.
- **Compliance:** Adheres to legal and regulatory standards, avoiding potential fines and penalties.
- **Sustainability:** Promotes environmentally responsible practices, contributing to the college's sustainability goals.
- **Reputation Management:** Maintains the institution's reputation by ensuring high-quality facilities and services


PRINCIPAL,
K.S.R. COLLEGE OF ENGINEERING
K.S.R. Kalvi Nagar,
TIRUCHENGODE - 637 215.
NAMAKKAL Dt. TAMIL NADU.