



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode - 637205.

Maintenance Policy

Introduction

The Maintenance Policy and Procedure Manual provide the policies and procedures for systematic operations to be performed from time to time in maintenance of Infrastructure. The Standard Operating Procedure should follow in Maintenance of Infrastructure related to Academics and administrative areas in the Institution. It also provides guidelines to follow and to administer these policies. The institution will keep all Maintenance policies current and relevant.

Objectives

- To ensure proper maintenance of physical property and facilities in the campus
- Ordinary preventive maintenance
- Breakdown Maintenance
- Regular review of the conditions of infrastructure and other facilities.

A dedicated maintenance team is available to take care of maintenance of infrastructure. The members of Infrastructure Planning, Maintenance and Executive Committee are as follows

- Principal
- Maintenance Engineer
- Building In-charge
- Physical Directress
- UPS & Electrician In-charge
- Internet In- charge
- Software In- charge
- Hardware In - charge
- Lab Technician
- System Administrator




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Policies and Procedures

1. Maintaining and utilizing physical, academic and support facilities: - Class Rooms/Laboratory.

- The physical facilities such as Laboratories, Classrooms, Library and Sports Complex are maintained by House Keeping under the supervision of Supervisors.
- The masonry and plumbing works are carried out with skilled persons available in the campus and the expenditure is incurred from Maintenance.
- Lab equipment's are serviced by manufacturers and service personnel during summer and winter vacations. Stock registers are maintained regularly.
- Supervise the work done by the supplier as per our requirements.
- After satisfactory completion of the work, the details of the equipment are entered in the respective department Maintenance Register.
- After the work completion necessary entries are made in work register and sent for payment.

2. Maintenance of Conference Halls, Seminar Halls and Auditoriums

- Conference Halls, Seminar Halls and Auditorium are maintained regularly and its auxiliary supporting devices are serviced periodically.
- Cleanliness of conference halls, seminar halls and Auditorium is taken care by the housekeeping team.
- For accessing the facilities, the organizing faculty/staff member submits a request form, through proper channel. Then the halls are accessed on priority basis.

3. Maintenance and Utilization of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.




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- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free and humidity controlled room.

4. Maintenance of Existing Equipment:

- Identify the need for the Maintenance and Repair etc.
- Listing out the specification of the repaired items.
- Preparing comparative statement for the price, scope of repair and technical specification.
- Estimating the approximate cost of the system from the supplier input and getting financial approval from the management.
- After getting confirmation from the management, call the supplier for price negotiations before the purchase and technical committee.
- Based on the terms and conditions of the service order the supplier will supply and install the system/ equipment/ item.

5. Building Maintenance

Concerned personnel should be appointed for looking after building maintenance activities such as plumbing, sanitation, and painting works etc. The following is the procedure for resolving the building maintenance request.

Step 1: Respective department logs the complaint in the maintenance register

Step 2: Building maintenance engineer monitors the register to identify the services requested by various departments.

Step 3: He initiates the actions to solve the problem with his supporting staff and technical staff such as plumbers, carpenters etc.

Step 4: He updates the register after completion of the service request.




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6. Maintenance of Sports Facilities

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Directress. Ground level maintenance is done annually during vacation. In addition to that seasonal maintenance is done once in every three months. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

7. General Maintenance

Electrical Maintenance is to be provided by in-house Electrician to look after electrical maintenance activities such as repair works of all electrical equipment like fans, lights, intercoms, MCBs, UPS and exhaust fans etc.




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