

**Mahendra College of Engineering
Salem - 636 106**

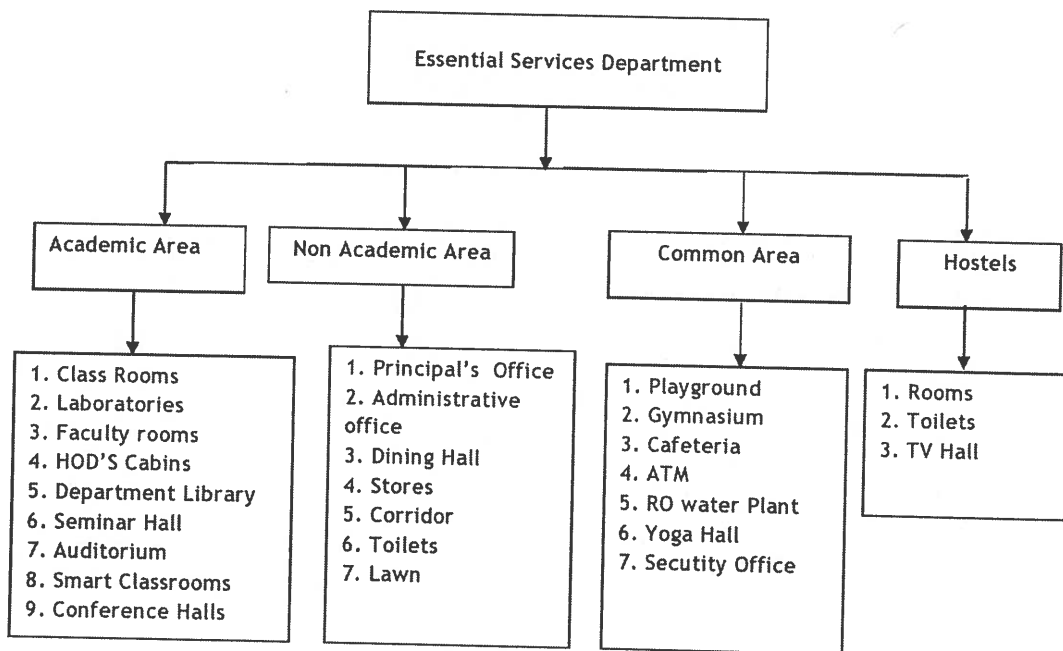
CAMPUS MAINTENANCE POLICY

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1	Introduction
	<p>Mahendra College of Engineering is committed to create the Centres of Excellence in Engineering, Technology and Management education having relevance to industrial and societal needs. Various policies are framed considering systems, processes and procedures followed in the Institution to ensure the inclusive growth of all the stakeholders associated with the Institution.</p> <p>Mahendra College of Engineering houses and operates several buildings, class room infrastructure, laboratory infrastructure, playgrounds, Cafeteria and other common amenities to deliver its teaching and research programmes. This document provides a management framework to ensure that these assets are maintained effectively to support the institution's strategic objectives. This document also presents a consistent approach to the maintenance of all institution assets and defines the roles and responsibilities of the Essential Services (ES) department. The ES department is the sole in-charge for the execution of policy by delegating the tasks to the identified coordinators of the concern department.</p>
2	Objective
	<p>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.</p>
3	Scope
	<p>Essential Services (ES) / Department is the sole provider of maintenance services for Institution facilities and the ES Department is responsible to:</p> <ul style="list-style-type: none"> • Ensure the maintenance responsibilities for college building, infrastructure, electrical, plumbing, air conditioning, horticulture, Generator, RO water plants, common area, student hostels and their associated distribution systems. • Ensure the cleanliness and hygiene in academic areas such as classrooms, circulation space, laboratories, seminar halls and non-academic areas like gymnasium, conference rooms, rest rooms, auditoria, 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 hostels. • Renovation and replacement of interior painting, electrical work, plumbing, mechanical, civil, furnitures and water lines. • Sequential recording of complaint rectification in the log book and get it verified by ES department. • Disposal of scrap from institutional area after proper recording as per the schedule. • Repair or replacement of plumbing, electrical and furniture, garden and other common amenities of hostels.
4	References
	<p>Safety Guidelines and Material Safety Data Sheets (MSDS), wherever applicable as given by the suppliers.</p>

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Availability of facilities, locations and other common amenities:



S No.	Services	Locations	Responsibility	Nature of work
1	Cleaning	Academic Area: Classrooms, Faculty rooms, HoD's Cabins, Department Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls.	Cleaning Supervisor	Ensure cleanliness and hygiene
		Non-academic Area: Principal's Office, Administrative office, Dining Hall, Stores, ATM, Corridor, Toilets, Lawn.		
		Common Area: Ground, Gymnasium, Cafeteria, Horticulture, RO water plant, Yoga Hall and Security office		
		Hostels: Rooms, Toilets, TV Hall		
2	Repairing & Replacement			
2.1	Electrical Services	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls.	Electrical Supervisor	Repair and replacement of lights, fans, switch
		Non-academic Area: Principal's		

		Office, Administrative office, Dining Hall, Stores, ATM, Corridor, Toilets, Lawn		boxes, electrical cables, motors, AC
		Common Area Ground, Gymnasium, Cafeteria, Horticulture, RO water plant, Yoga Hall and Security office		
		Hostels: Rooms, Toilets, TV Hall		
2.2	Computer Systems & Networking	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls	Data Centre	Monitoring and maintenance of computer systems and networking devices, Internet facility and Biometric system
		Non-academic Area: Principal's Office, Administrative office, Stores		
2.3	Plumbing	Academic Area: Auditorium, Laboratories	Plumbing Supervisor	Monitoring and maintenance of water distribution system
		Non-academic Area: Principal's Office, Administrative office, Dining Hall, Cafeteria, Stores, Corridor, Toilets, Lawn		
		Common Area: Ground, Gym, Cafeteria, Power house, Chiller plant, STP, Horticulture, RO water plant		
		Hostels: Rooms, Toilets		
3	Gardening	Lawn and Tree maintenance	Horticulture	Monitoring and maintenance of green environment, trimming of tree, lawn and plants
4	Construction materials and Furniture	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls	Civil Stores	Purchase and maintenance of material movement
		Non-academic Area: Principal's Office, Administrative office, Dining Hall, Cafeteria, Stores, ATM, Corridor, Toilets, Lawn		
		Common Area: Ground, Gym, Cafeteria, Horticulture, RO water plant, Yoga Hall and Security office		
		Hostels: Rooms, rest rooms		

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

6	Maintenance Schedule and Services
	<p>Maintenance services offered by various Essential Service Providers aim 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.</p> <p>In-charges of the essential services shall prepare the detailed list of preventive and predictive maintenance schedules (Annexure I) and activities (for academic, non-academic, common areas and staff quarters) with required resources for execution for such activities. The schedule shall include the activities to be carried out in terms of daily, weekly, monthly and annual maintenance.</p> <p>In the case of emergency requirement, which might arise due to failure of certain systems, In-charges of essential services shall attend immediately and restore system back in appropriate conditions. On completion of maintenance activities, In-charges of the essential services shall prepare a detailed report (Annexure II) on the maintenance activities carried out to the Head of the Institution for further actions.</p> <p>Updation of Stock Register</p> <p>In-charges of the essential services shall maintain the stock registers (Annexure III) of various consumable items available with them and update them as and when the items are used for carrying out the maintenance activities. Periodically, In-charges of the essential services shall carry out analysis of consumption pattern of various items and present it to the stores for initiating purchase activities.</p>
7	Resource identification and Allocation
	The ES department has to identify and distribute the manpower under the selected supervisor and allocate the roles and responsibilities to complete the tasks assigned as per the schedule.
8	Execution and Monitoring
	<ul style="list-style-type: none"> • The ES Department shall distribute the required equipment, materials and consumables with the safety devices, as may be applicable, to the selected supervisors. • The supervisors shall monitor the proper execution of the assigned tasks as per the schedule.
9	Review and Analysis
	<ul style="list-style-type: none"> • The supervisors shall analyze the complaints and categorize as preventive, predictive or breakdown and assign the job accordingly to the available manpower. • The ES Department shall conduct the review meetings (Annexure IV) and physical verification (Annexure V) of identified location, at least once in a week.
10	Certifications
	Heads of the concerned ES / Department 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.

Annexure I

Preventive and predictive maintenance schedule

S. No.	Date	Department	Location	Type of service	Maintenance Type (Preventive / Predictive)	Action taken	Remarks	Signature of person who raised the complaint

Annexure II

Details of Maintenance Activities

S. No.	Date	Department	Location	Type of service	Maintenance Type (Preventive / Predictive)	Action taken	Items replaced / repaired	Attended by	Average time taken

Annexure III

Stock Registers of consumable Items

S. No.	Date	Name of the Item	Stock			Price per item	Quantity	Total Amount
			Received	Issued	Balance			

Annexure IV

Review Meeting

S. No.	Date	Review of Services rendered	No. of Complaints				Remarks
			Received	Resolved	Pending	Reason for Pending	

Annexure V

Physical Verification

S. No.	Service	Location	Department	Date of physical verification	Remarks