



MAHENDRA COLLEGE of ENGINEERING

Salem-Campus, Minnampalli, Salem - 636 106.



4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers and classrooms

The Institution has appointed several personnel for maintaining the infrastructure by way of building maintenance, transport, furniture and generator operator in case if power shut downs. Separate Complaint registers were maintained for various services like electrical, plumbing, housekeeping, transport, canteen etc. The people, who work here on maintenance of the college, will report regularly about breakage of instruments and devices to higher authority.

Computing Facilities - Maintenance / Utilization:

System Admin and Technical Team members are responsible for maintenance of computers and network facility of the institution. Our Institution is having separate data center with server of ---- capacity in which all the computers connected with sufficient internet band width. Each department has a non-teaching staff for respective laboratories to maintain systems available in the department periodically. Institution follows the online Maintenance and Services procedure for Systems. Faculty members and Students can directly send the systems complaint to the support@mahendra.info mail. Due to failure of SMPS, UPS, booting process of system, Printer toner-refilling process, Complaints are registered through email (support@mahendra.info) and ticket is generated for the corresponding complaints. If complaints are minor then this problem is rectified by the Technical Team immediately. Otherwise, this problem is overcome within a week by company services.

Maintenance of Electrical and Electronics Equipments:

- Regular check up of equipment is carried out at the end of semester.
- Breakdown register is maintained in the laboratories.
- As per the requirement minor repairs are carried out by lab technician.
- Major repairs are outsourced by based on institutional procedure.
- The measuring Instruments are calibrated regularly by standard companies.
- Stock verification is done at the end of every year by staff members from other department and the report is submitted to the Principal.

Library:

Institution has constituted Library Advisory Committee for effective accessibility and availability of learning resources to students and faculty. Library maintenance is computerized and automated with regular/constant up-keeping. The committee follows up with the librarian and regularly monitors the library to ensure and maintain all text books, reference books, articles, competitive examination books, magazines, journals, e-magazines, e-books and e-journals.

Sports:

Physical Education Director/Directress are responsible for maintenance of sports goods, play fields and other items related to the Physical Education. They are maintaining sports goods information in stock ledger. They are properly maintaining the items for indoor games, outdoor games, boy's hostel gym equipments and Girl's hostel gym equipments. Stock verification is done periodically at the end of every year which gives information about working status of items and defective items.

Transportation:

Transport in-charge is responsible for allotting the routes considering the number of students and faculty travelling from various locations to ensure safe and comfortable travel. The transport in-charge also maintains college vehicles and obtains necessary clearance certificates, insurance, and permits from the RTA. Transport in-charge allocates faculty in-charge for each bus and they are responsible for taking students attendance regularly in the college bus.

Classroom:

Mahendra College of Engineering has a supervisor who regularly maintains the boards, benches, fans and lights. Class Advisor act as a supervisor to check the class room amenities.