

Policy Number: DSCET/IQAC/015

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

Maintenance Policy

Approval Date : 23rd April 2021

Governing Body Resolution : 23rd April 2021

Issued for Implementation : 26th April 2021

Objectives:

Developing and acquiring facilities are as important as maintaining them in good condition. This policy provides the guidelines for the teachers and others on maintenance of the facilities of the college.

Scope:

Dhanalakshmi Srinivasan College of Engineering and Technology values its each asset and take every step to make them functional and useful. The college administration and College Maintenance Committee (CMC) should take necessary initiative and steps in this regard. The budgetary provision should be made for maintenance work.

The College Maintenance Committee should develop schedule of activities and methods of maintaining maintenance documentation. The CMC is not only responsible for maintenance of permanent infrastructure but for overall ambience of the college.

In general maintenance work in academic area: class rooms, laboratories, furniture, should be conducted during holidays so that there will be minimal disturbances in academic activities.

ICT and internet facility including WI-FI should be periodically checked. This is one area where activities are maximum. The maintenance of such facilities are also covered under IT policy.

Guidelines:

- **Administrative Action:**

- **Constitution of College Maintenance Committee (CMC):**

The administration constitutes the CMC with a responsibility of maintaining the infrastructure and other facilities. The committee may consist of and the member's responsibilities:

Principal – Convener;

HoD Civil – Estates, Buildings and other Civil Infrastructures Maintenance;

HoD EEE – Electrical Systems including Air conditioning systems & Fire Fighting Equipments;

HoD Mech – Transport; and

HoD CSE – IT infrastructure;

The Committee may develop its SOP for its activities. The SOP should be followed and the staff may be trained. The maintenance staff should have periodic training to upgrade their skills and documentation practices.

- **Appointment of Maintenance Supervisor** - He / She would work under the CMC. The supervisor would keep documentation of identification of need and action taken.

- **Applicability of the Policy:**

The policy is applicable for maintenance of permanent infrastructures, Maintenance of Electrical systems including fire fighting devices, Sports and Games Facilities, Vehicles, IT infrastructure, and Laboratory Equipments.

- **Permanent infrastructure:** Buildings, Laboratories, Classrooms, Roads including pest control. The pest control should be conducted by the professionals periodically. The documentation of pest control is to be maintained.
- **Electrical Systems:** This includes electrical systems and Solar System.
- **Sports and Games:** The physical director is responsible indoor and outdoor stadium, gymnasium, playgrounds, and all other sporting equipments.
- **Vehicles:** The college buses and other vehicles need to be thoroughly checked periodically by the maintenance staff.
- **IT Infrastructure:** The maintaining IT infra and updating of infra are important. This includes ICT facilities and Internet.
- **Laboratory Equipments:** The respective HoD is responsible.

- **General Principles:**

- Annual stock verification is to be conducted department wise and record should be kept.
- Opting for AMC is preferable. Before opting for AMC, it should be valued whether it is worth.
- The maintenance is usually carried out by in house maintenance staff. In case, out sourcing is essential the institute's policy for engaging outside vendor is to be followed.
- Disposing off Policy: When an equipment is no longer useful and it is needed to be discarded. The administration should appoint a committee, a committee different from maintenance committee, to validate the need for discarding. The committee decides the way they should be disposed.