



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



MAINTENANCE

Policy

Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
 (An Autonomous Institution)
 Puducherry - 605 107

NOTIFICATION

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for the information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Maintenance. This will come into force with immediate effect.

AA Arivalagar
Dr. AA. Arivalagar
 IQAC coordinator

J. Abbas Mohaideen
Dr. J. Abbas Mohaideen
 Registrar

Dr. V.S.K. Venkatachalapathy
Dr. V.S.K. Venkatachalapathy
 Director cum Principal

A.A.A. ARIVALAGAR, M.Tech., Ph.D.,
 IQAC Co-ordinator
 Sri Manakula Vinayagar Engineering College
 (An Autonomous Institution)
 Madagadipet, Puducherry-605 107.

Dr. J. ABBAS MOHAIDEEN, M.Tech., Ph.D.,
 REGISTRAR
 Sri Manakula Vinayagar Engineering College
 (An Autonomous Institution)
 Madagadipet, Puducherry-605 107.

DIRECTOR CUM PRINCIPAL
 SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
 (An Autonomous Institution)
 Madagadipet, Puducherry-605 107.



POLICY FOR MAINTENANCE OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

Sri Manakula Vinayagar Engineering College has extensive manpower to ensure the proper maintenance of physical infrastructure facilities available in the campus. SMVEC carries out its activities through civil, mechanical, electrical, plumbing and communication wings of the maintenance department. An adequate care is ensured by maintenance in-charges for the continuous functioning of essential support services. The college holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the maintenance department besides the supervision of faculty in-charges at department levels.

The maintenance department has an array of people in hierarchy which includes Registrar, Administrative Officer, Project Engineer, Senior Site Engineer, technicians and workers. The maintenance department inspects the various aspects of utilization and maintenance of the physical, academic and support facilities such as sustenance of buildings, laboratories, classrooms, library etc. and also examine proper and continuous functioning of STP, water pumps, mineral water plant, Electrical power plants, Solar plant, Civil work, housekeeping, gardening, renovation and air conditioners, UPS and computer systems. The maintenance department periodically reports to Head of the Institution about their work and execution.

To enhance the durability of the building structures, maintenance such as cleaning, servicing, if any, white washing, plumbing, pest control, are carried out at regular intervals. It also monitors housekeeping, cleaning of water tanks, and sanitary arrangements. Small repairs and maintenance are carried out by in-house employees whereas contractor services are obtained for major maintenance requirements. The maintenance of buildings are ensured through inspection authority such as fire safety license, building stability certificate and all weather approached roads and parking areas

Electrical maintenance includes monthly monitoring of electrical systems such as solar PV system and regular cleaning of solar panels generator, UPS, and batteries and the suppliers/service providers are approached in case of any major fault. Technicians are available as part of maintenance department to maintain refrigeration and air conditioning systems.

The furniture maintenance also comes under maintenance department that includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, for which the concerned supporting staff attend all repairs and maintenance.

The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

The other facilities such as the RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory. One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the assistance of supporting staff. Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience. The Green campus is well maintained by full time gardeners as well as workers.

Fire extinguishers of adequate capacity and numbers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically and refilling is done well before the due date.

The proper functioning of equipment in all laboratories is checked every semester and all equipment are calibrated by the lab technicians. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment every year. First aid kits are kept in all major laboratories and department to meet any eventuality.

The general maintenance procedures followed in the laboratories are as follows.

- All electrical equipment and installations are checked at the beginning of the semester
- All mechanical & electrical machines are inspected at the starting and the end of the semester

- Fire extinguishers are recharged before the expiry date.
- All computers are checked for applications at the start of a semester
- License renewal is done for the software as per the license period.
- All measuring instruments are calibrated at the starting and the middle of the semester.

A centralized security system is employed to safeguard the campus and prevention of mishandling of the materials. Besides this, the campus security is monitored through surveillance cameras and is maintained by System Admin along with the maintenance department.