



K.M.G. COLLEGE OF ARTS AND SCIENCE

Permanently Affiliated to Thiruvalluvar University and
Recognized by UGC under section 2(F) & 12(B) of the UGC Act 1956.
Accredited with 'A' Grade by NAAC
Associate member of ICT Academy

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MAINTENANCE AND UTILIZATION POLICY

The processes and techniques for purchasing and maintaining the equipment in labs, departments, and other academic, research, and administrative facilities on campus are covered by this policy. All the issues pertaining to the maintenance department are addressed in a necessary and sufficient manner. The implementation team, which consists of Principal, Department Heads, technicians, and maintenance in-charges, as well as the Planning and Monitoring Committee and Purchase Committee, are the essential players in carrying out this policy.

Maintenance of Physical Facilities

- Classrooms/ Seminar Halls
- Auditoriums
- Laboratories
- Department / Administrative Buildings
- Library
- Indoor & Outdoor Courts/ Sports Fields
- Yoga Centers/ Gymnasium
- Common Rooms/ Wash Rooms
- Hostels
- Canteen
- Girls Accession Areas & Circulation Areas

With the assistance of supporting personnel, the maintenance department will look after the campus's physical infrastructure. Every physical facility will be routinely inspected, and construction, furniture repair, and painting projects will be completed as needed. Additionally, the physical facility must be cleaned after each usage, and furniture placement such as podiums, desks, tables, couches, and chairs must be attended to.

Utilization of Physical Facilities

Classrooms/ Lecture Halls/ Seminar Halls

Every Department shall be allotted with Classrooms to conduct regular classes for their UG/ PG programmes. This allotment shall be done by the Principal and Administration officer before the start of every semester. The Department shall follow the same classroom allotment.

Auditoriums / Seminar Halls

Auditorium / Seminar Hall may be reserved with date and time to conduct any event / meeting by the Head of the Department through auditorium/seminar booking system. They shall mention about the event / meeting planned in the Requirement Note.

Laboratories

Laboratory shall be handed over to the respective Department after establishment. The timetable for the lab shall be prepared and displayed to showcase the utilization time for academic and research activities. The laboratories may be utilized with prior permission from the respective Head of the Department activities not mentioned in the time table.

Library

Library working hours shall be displayed by the librarian. The staff and students shall utilize library only during the working hours mentioned. They shall follow the rules of library while they are inside.

Indoor & Outdoor Courts/ Sports Fields

The sports facilities like badminton court, basketball court, cricket field, etc. shall be used with the prior permission from Director Sports for practice / competitions.

Yoga Centers / Gymnasium

Yoga Centers, Gymnasiums shall be used with the prior permission from respective in charge for daily fitness activities / fitness related events.

Maintenance of Computing / ICT / Networking facilities

- Computers
- Servers
- LCD Projectors
- Internet/ LAN/ Wi-Fi
- Surveillance Camera
- Biometric System
- Telephone/ Intercom

Department of Computer Science shall take care the Computing/ICT/Networking/ Surveillance facilities in the campus with the help of technicians. All the computers, servers, LCDs, Wi-Fi Access Points, Network Switches, Surveillance Camera, Biometric System, Telephone, Intercom and cables shall be monitored regularly. Whenever an issue is raised as malfunction of above said items, it shall be addressed by the system Administrator immediately. The service requirement of these items shall also be taken care by the cell.

Utilization of Computing ICT / Networking facilities

Computers

Every computer shall be allotted to the staff / student shall get prior permission from the Head of computer apart from regular class hour.

Servers

Servers shall be turned on during working hours of the institution. The respective system administrator shall take care of this.

LCD Projectors

Whenever there is a need for projectors for academic/ research activity, wall-mounted LCD Projectors or movable LCD Projectors shall be operated.

Internet/ LAN / Wi-Fi

Internet connection shall be given for all the computers for anytime access. LAN facility shall be given especially to the computers available in the laboratories and those used for administration. Free Wi-Fi shall be accessed by staff and students without intimation inside the campus specifically library at any time.

Surveillance Camera

The entire campus shall be monitored using surveillance camera 24 x 7 at all strategic locations.

Biometric System

Either of the biometric system, Finger prints/ Face recognition shall be used by staff for daily attendance during entry and exit.

Telephone/ Intercom

Staff members shall use telephone/mobile phone facilities for official purposes. Also, the same may be used to make a call to student, parent, alumni, academic and industry experts, etc. by staff. Also, this may be used to receive calls from parent, student, etc. by the department / administration. The staff members shall communicate within the institution using intercom facility.

Maintenance of Website/ LMS/ ERP

Department of Computer Science and Software Cell (Rovan) shall take care the institutional website, LMS and ERP. The server shall be maintained in such a way to access the website by anybody at anytime from anywhere. LMS and ERP servers shall be maintained for uninterrupted access by students and staff at any time. Software admin shall provide username and password details for LMS and ERP sign in for the students and staff. Staff and students shall change their password after initial sign in.

Utilization of Website/ LMS/ ERP

The website shall be browsed for information by anybody at anytime from anywhere. LMS and ERP portals shall be accessed by students and staff after sign in at any time with their respective username and password.

Maintenance of Library

The library shall be maintained for ease of online and offline access by students and staff. Offline access shall be made comfortable to reach the books and journals quickly by placing them in the respective place. Also, the availability of books, journals, magazines and subscriptions shall be made visible to all to reach the required Issue of books.

Utilization of Library

Library shall be accessed offline during library working hours by students and staff members. Library shall be accessed by students and staff members remotely for all e-resources of library at any time using their sign in. Also, the same shall be accessed by using mobile app after sign in.

Maintenance of Equipment

Equipment shall be maintained by the respective lab in-charge/ gymnasium in-charge by checking the status of the equipment. The equipment is not functional or faulty; they shall be serviced immediately to carry on academic, research and fitness activities. The meters and instruments shall be calibrated periodically and status of working condition shall be monitored regularly. The meter or instrument is inaccurate/ faulty; they shall be recalibrated/ serviced.

Utilization of Equipment

Laboratory equipment shall be utilized by staff and students during their academic schedule. Also, the equipment shall be operated for research and learning activities with the prior permission from the lab in-charge. Equipment available in gymnasium shall be used by staff and students after working hours also with the prior permission from the in-charge.

Maintenance of General Facilities

Uninterrupted Power Supplies/ Generators/ Transformers/ Solar Panels / Electrical fittings

The maintenance of uninterrupted power supplies, generators, transformers, solar panels and electrical fittings shall be monitored and maintained by electrical supervisor. The electrical fittings in all physical facilities such as lights, fans, switches, panel boards, cables are faulty; they shall be replaced or serviced.

Air conditioners

The maintenance of air conditioners shall be done by AC Mechanic. Air conditioners shall be monitored regularly and filters shall be cleaned/ serviced periodically for effective operation.

Water Tanks / Water Dispensers/ Reverse Osmosis Plant/ Sewage Treatment Plant

Plumbing supervisors are responsible for maintaining water tanks, water dispensers, and plumbing fixtures. Regular cleaning and removal of salt deposits are required for the water tanks. Water dispensers, water taps, water pipes, closets, and health faucets are among the plumbing

fixtures that need to have leaks or faults fixed or replaced. The separate in-charges are responsible for keeping an eye on and maintaining the good condition of the sewage treatment plant and reverse osmosis plant.

Fire Extinguishers

Fire extinguishers placed in all strategic locations shall be monitored by the maintenance department.

Buses / Other Vehicles

Buses and other vehicles shall be maintained by transport Administration officer. The vehicles shall be cleaned after every use. They shall be serviced and certified by authorities as per government rules for usage.

Canteen

Hygiene and cleanliness shall be consistently maintained all time in all canteen, storage areas and kitchens with the help of supporting staff. The storage shall be monitored continuously. These shall be taken care by canteen supervisor.

Utilization of General Facilities

Uninterrupted Power Supply (UPS) shall be connected with all the computers, servers and equipment which require UPS. Generators shall be used during power failure/shut down from TNEB. Air conditioners shall be operated only when the physical facility is utilized. Water facilities, fire extinguishers shall be utilized whenever necessary. Transport facilities shall be utilized by staff members and students for arrival and departure based on the institutional timings. The students and staff members shall utilize the canteen during their lunchtime and the canteen shall be utilized during break/ lunch time.

Procedure

The procurement of the products, books, services/maintenance is to be sanctioned and monitored by the top management and top functionaries. The necessary suggestions are given to the Principal, implementation team so that no deficiencies in service occur to the students and stakeholders in offering best academic environment.

Procurement

The procedure shall also be directed towards the procurement of material that is of good quality and available for the best competitive price in the market. The generic yet towards mandatory steps to be followed during the procurement of material.

- a) Inviting a minimum of 3 quotations from leading vendors supplying that particular item.
- b) Submission of the quotations to principal / HOD for further scrutiny and recommendations.
- c) After the receipt of the recommendations and necessary approvals from the top management, the necessary guidelines shall be given to purchase committee to release the Purchase Order.

Equipment/Product Maintenance

Administration officer shall follow all the procedures and periodically monitor the status of the procured materials/products/items and necessary steps to be taken to keep them all in good working condition in consultation with the concerned departments/Laboratories/library in-charges. Administration officer shall also plan necessary training programs for the technicians of the institution in general and for the special equipment maintenance & operation to those operators/technicians handling those instruments.

Record Maintenance:

Proper accounting and item inventory to be maintained in a register. Stock register to be updated as and when the delivery of the product to the department is done. Preventive, Corrective and Break-down maintenance along with Annual maintenance records, contracts and associated transactions/records/proofs to be maintained in the respective departments, which are to be inspected periodically by the Stock Verification Team of the institution.

Disposal:

Proper mechanism to be followed by the Administration officer /In-charge of the maintenance in the departments in the disposal of the scrap/unserviceable materials or products. This disposal activity shall be done as and when required. All the necessary safety and

preventive measures to be taken in this disposal process adhering to the guidelines specified by the respective authorities.

Monitoring:

An internal complaints register shall be placed in the administrative. All the complaints related to the infra structure, technical faults, electrical appliances, classroom infrastructure is recorded in it, which has to be informed to maintenance department or concerned person in due course of time for the maintenance/rectification. The Redressal mechanism is to be monitor by admin.

Responsibilities

Compliance, reporting and records

The operation/monitoring and administration rest with the principal. Administration officer and in-charges of the departments mentioned in this policy play a role in ensuring the successful implementation of this policy.

Reporting

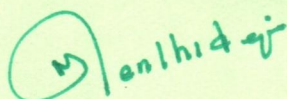
This is the responsibility of the Administration officer and department maintenance in-charges to maintain an accurate and current working status of all the equipment/products. Every semester, the Head of the Department, review the reports submitted by the in-charges. In the case of major approvals, repairs/maintenance and the consolidated reports shall be submitted to the Principal for further suggestions/approval.

Records

Respective head of the department shall maintain the stock register, maintenance register and reports (if any).

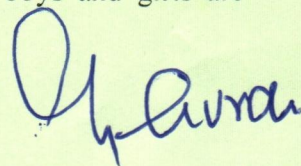
General Maintenance

This team comprises of sweepers, attenders and block in-charges. This team meets on daily basis and undertakes the works related to classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff. The restrooms for boys and girls are cleaned twice a day. Continuous flow of water is ensured in restrooms.



PRINCIPAL

**K.M.G. COLLEGE OF ARTS & SCIENCE
GUDIYATTAM - 635 803.
VELLORE DISTRICT**



SECRETARY

**K.M.G. COLLEGE OF ARTS & SCIENCE
GUDIYATTAM - 635803**