



Paavai Engineering College
(Autonomous)
Pachal, Namakkal – 637018

CAMPUS MAINTENANCE POLICY

POLICIES & CODE OF CONDUCT

"The Policies & Code of Conduct" has been prepared to make all the staff to know the rules and regulations and code of conduct that exist in the college. It is expected that all the teaching, non teaching staff should strictly adhere to the rules and regulations and code of conduct mentioned in this document. The management reserves the right to change/modify the policies and code of conduct as and when deemed to be changed.



PRINCIPAL

**PAAVAI ENGINEERING COLLEGE
NH-7, PACHAI Post, NAMAKKAL Dist**



**Dr. K.K. RAMASAMY, M.E., Ph.D.,
DIRECTOR ADMINISTRATION
NH-7, Pachai (Po), Namakkal-637 018
N : Pachai (Po), Namakkal-637 018**

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1. Introduction

Paavai Engineering College was established by Pavai Varam Educational Trust in the year 2001. It has been managed by the Board of Trustees with Shri.CA.N.V.Natarajan as its Chairman. The college is approved by AICTE, New Delhi and affiliated to Anna University, Chennai. The college was granted Autonomous status under UGC Scheme for Autonomous Colleges with effect from the academic year 2015-2016 and accredited by NBA – AICTE twice and NAAC (UGC) with “A” Grade.

2. Objective

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.

3. Scope

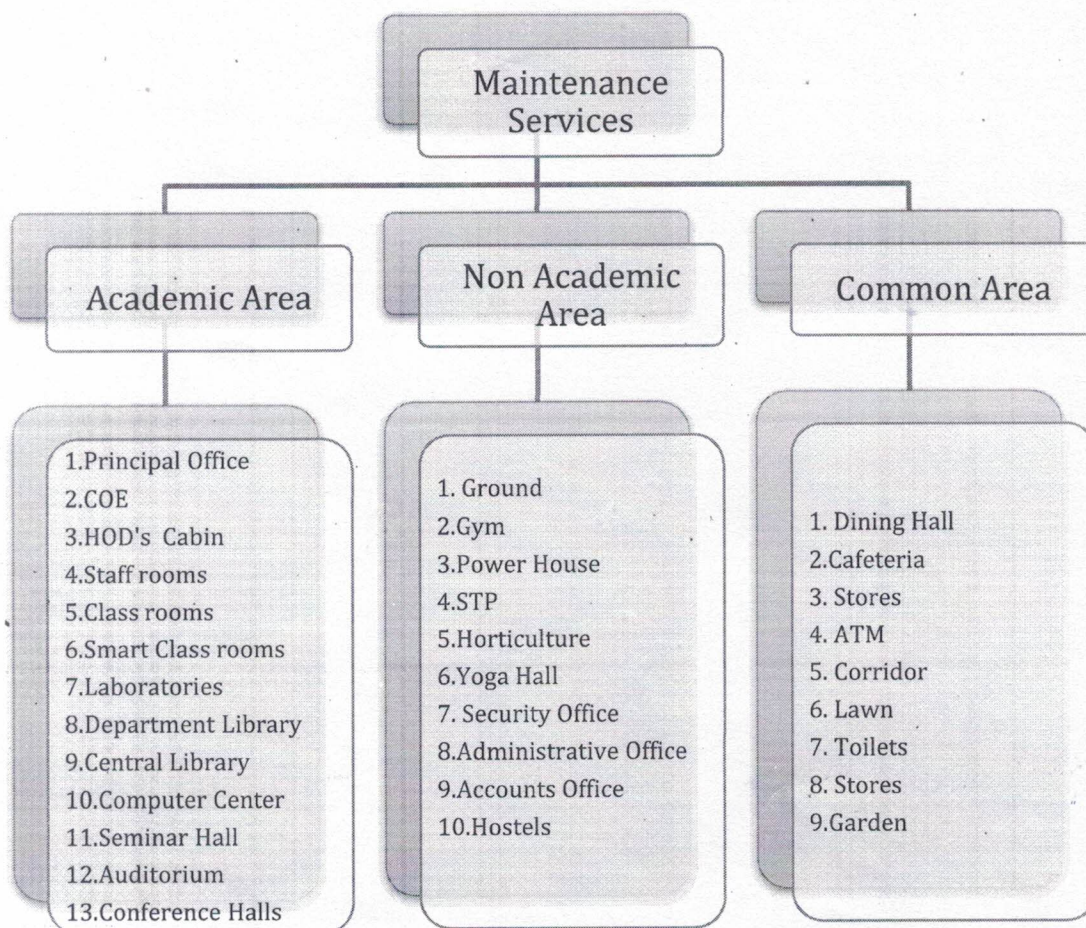
Maintenance Service Department is the sole provider of maintenance for institute facilities and the responsible to:

- Ensure the cleanliness and hygiene in academic areas such as classrooms, circulation space, laboratories, seminar halls and non-academic areas like gyms, conference rooms, rest rooms, auditoriums, cafeteria and play grounds.
- Ensure the maintenance responsibilities for college building, infrastructure, electrical, plumbing, air conditioning, horticulture, Sewage Treatment Plant and Common area.
- Providing routine services for the disposal of unwanted materials in common places and trashes of academic, non-academic and common area
- Renovation and replacement of interior painting, electrical work, plumbing, mechanical, civil, furniture's and water lines.
- Sequential recording of complaint rectification in the complaint register and get it verified by Maintenance service department.

4. References

Safety Guidelines and Material Safety Data Sheets (MSDS), wherever applicable as given by the suppliers.

5. Availability of facilities, locations and other common amenities:



S No.	Services	Locations	Responsibility	Nature of work
1	Construction Materials and Furniture	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Central Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Computer center and CoE	Supervisor - Civil	Construction and Maintenance of Buildings and Furniture's.
		Non-academic Area: Dining Hall, Stores, ATM, Corridor, Toilets, Lawn, Civil Stores		
		Common Area: Ground, Gym, Cafeteria, Power house, STP, Horticulture, Yoga Hall and Security office		

2	Electrical Services	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Central Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Computer Center and CoE	Supervisor - Electrical	Repair and replacement of lights, fans, switch boxes, electrical cables, motors, AC
		Non-academic Area: Dining Hall, Cafeteria, Stores, ATM, Corridor, Toilets, Lawn, Civil Stores		
		Common Area: Ground, Gym, Power house, STP, Horticulture, Yoga Hall and Security office		
	Plumbing	Academic Area: Central Library, Auditorium, Laboratories, Principal Office and CoE		Monitoring and Maintenance of Water Distribution System
		Non-academic Area: Dining Hall, Cafeteria, Stores, Corridor, Toilets, Lawn		
		Common Area: Ground, Gym, Cafeteria, Power house, STP, Horticulture,		
3	Computer Systems & Networking	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Central Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Computer Center and CoE.	System Administrator	Monitoring and Maintenance of Computer System and Networking Devices, Internet facility
		Non-academic Area: Stores		
		Common Area: Power house, Horticulture, Security office, Civil Stores		
4	CCTV Cameras and Projectors	Academic Area: Seminar Halls, Conference Halls, Admission Cell, Auditorium, Classrooms and CoE	Audio Visual Department	Monitoring and Maintenance
		Non-academic Area: Dining Hall, Cafeteria, Stores, ATM, Corridor, Civil Stores		
		Common Area: Security office, Main Entrance, Bus Yard, Vehicle Parking and Roadways.		
5	General Cleaning	Academic Area: Classrooms, Faculty Halls, HoD's Cabin, Department Library, Central	Supervisor-Cleaning	Ensure the Cleanliness and Hygienic Nature

		Library, Seminar Hall, Auditorium, Laboratories, Smart Classrooms, Conference Halls, Principal Office, Computer Center and CoE		
		Non-academic Area: Dining Hall, Cafeteria, Stores, ATM, Corridor, Toilets, Lawn, Civil Stores		
		Common Area: Ground, Gym, Cafeteria, Power house, STP, Yoga Hall and Security office		
6	Gardening	Lawn and Tree maintenance	Horticulture	Monitoring and Maintenance of Green Environment, Trimming of Tree, Lawn and Plants

6. Maintenance Schedule and Services

Maintenance service Department aims 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.

In-charges / Heads of the maintenance Services shall prepare the detailed list of preventive and predictive maintenance schedules and activities (for academic, non-academic and common areas) 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.

In the case of emergency requirements, which might arise due to failure of certain systems, In-charges / Heads of the Maintenance Services shall attend immediately and restore system back in appropriate conditions. On completion of maintenance activities, In-charges / Heads of the Maintenance Services shall prepare a detailed report on the maintenance activities carried out to the Head of the Institution for further actions.

Updation of Stock Register

In-charges / Heads of the Maintenance services shall maintain the stock registers 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 / Heads of the Maintenance Services shall carry out analysis of consumption pattern of various items and present it to the stores for initiating purchase activities.

7. Resource identification and Allocation

The Maintenance Service department has to identify and distribute the manpower's under the selected supervisors and allocate the roles and responsibilities to complete the tasks assigned as per the schedule.

8. Execution and Monitoring

The Maintenance Service 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

The supervisors shall analyze the complaints and categorize as preventive, predictive or breakdown and assign the job accordingly to the available manpower. The Maintenance Service Department shall conduct the review meetings and physical verification of identified location, at least once in a week.

10. Certifications

Heads of the concerned Maintenance 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.



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