

PAAVAI

ENGINEERING COLLEGE

(AUTONOMOUS)

NH-44, Paavai Nagar, Pachal, Namakkal - 637 018.

(Approved by AICTE Government of India | Affiliated to Anna University, Chennai)

CAMPUS MAINTENANCE POLICY

JUNE 2024



Institution Vision

To strive to be a globally model Institution all set for taking 'lead-role' in grooming the younger generation socially responsible and professionally competent to face the challenges ahead.

Institution Mission

- To provide goal – oriented, quality – based and value – added education through state – of – the – art technology on a par with international standards.
- To promote nation – building activities in science, technology, humanities and management through research
- To create and sustain a community of learning that sticks on to social, ethical, ecological, cultural and economic upliftment.

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2. 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, New Delhi with “A” grade.

The college has been included under 2f section of UGC. The programmes B.E. – ECE, B.E. – CSE, B.E. – EEE, B.Tech. – IT & MBA have been permanently affiliated by Anna University Chennai. The college has been continuously ranked by AICTE – CII survey since 2013 and awarded with Platinum status.

3. 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.

4. Scope

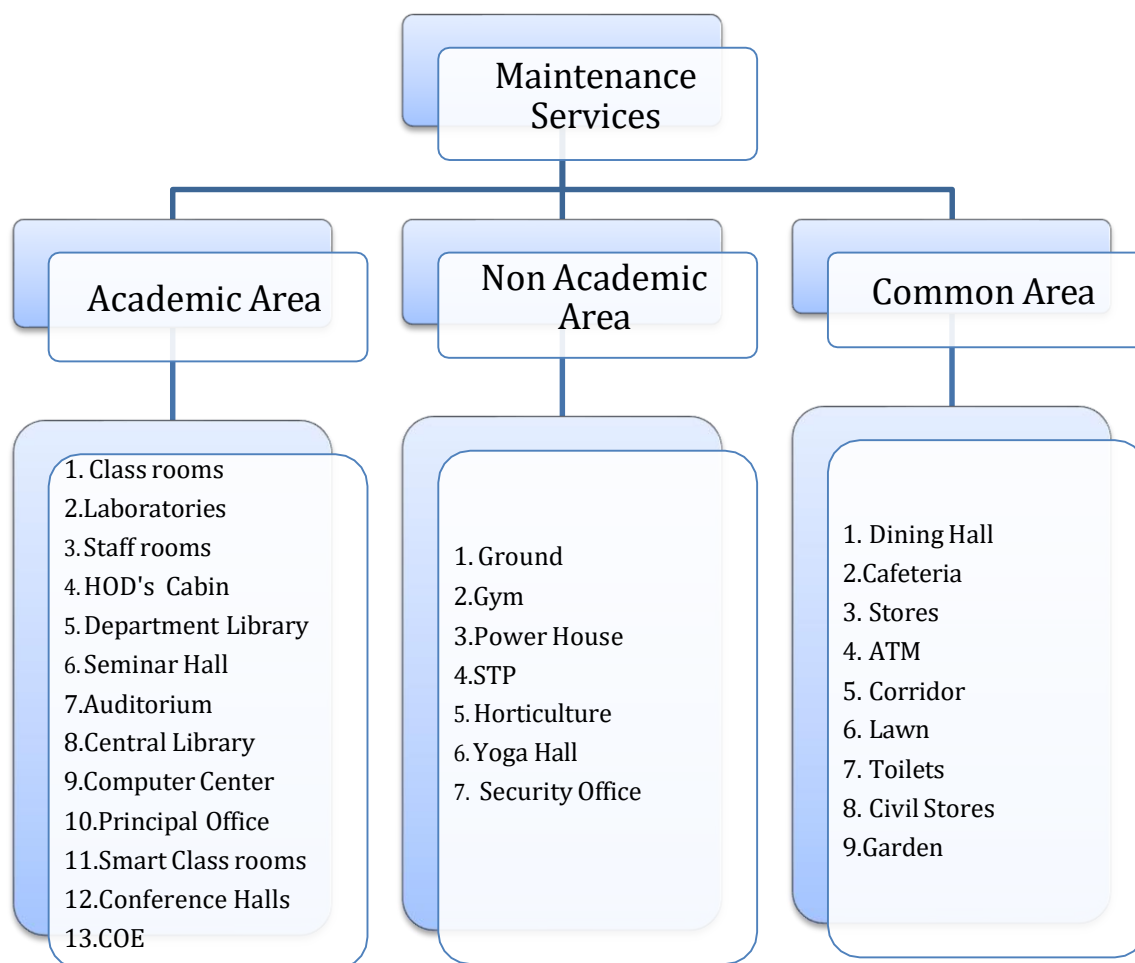
Maintenance Service Department is the sole provider of maintenance for institute facilities and the responsible to:

- 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, STP, Common area.
- Providing routine services for the disposal of unwanted materials in public 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 log book and get it verified by ES department.

5. References

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

6. 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	Purchase and Maintenance of Material Movement
		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	Mechanical Services	Academic Area: Laboratories	Supervisor - Mechanical	Purchase and Maintenance of Machineries
		Non-academic Area: Lift, Bus Mechanic Shed, Bore Well, STP		
		Common Area: Main Entrance, Gym		

4	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		
5	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		
6	General Cleaning	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-Cleaning	Ensure the Cleanliness and Hygienic Nature
		Non-academic Area: Dining Hall, Cafeteria, Stores, ATM, Corridor, Toilets, Lawn, Civil Stores		
		Common Area: Ground, Gym, Cafeteria, Power house, STP, Horticulture, Yoga Hall and Security office		
	Gardening	Lawn and Tree maintenance		Monitoring and Maintenance of Green Environment, Trimming of Tree, Lawn and Plants

7. Maintenance Schedule and Services

Maintenance services offered by various Essential Service Providers aim 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 Essential Services shall prepare the detailed list of preventive and predictive maintenance schedules (Annexure I) and activities (for academic, non-academic, common areas and staff quarters) 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 Essential Services shall attend immediately and restore system back in appropriate conditions. On completion of maintenance activities, In-charges / Heads of the Essential Services shall prepare a detailed report (Annexure II) on the maintenance activities carried out to the Head of the Institution for further actions.

Updation of Stock Register

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

8. 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.

9. 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.

10. 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 (Annexure IV) and physical verification (Annexure V) of identified location, at least once in a week.

11. Certifications

Heads of the concerned ES / 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.

Annexure I

Preventive and predictive maintenance schedule

S. No.	Date	Department	Location	Type of service	Maintenance Type (Preventive / Predictive)	Action taken	Remarks	Signature of person who raised the complaint

Annexure II

Details of Maintenance Activities

S. No.	Date	Department	Location	Type of service	Maintenance Type (Preventive / Predictive)	Action taken	Items replaced / repaired	Attended by	Average time taken

Annexure III

Stock Registers of consumable Items

S. No.	Date	Name of the Item	Stock			Price per item	Quantity	Total Amount
			Received	Issued	Balance			

Annexure IV

Review Meeting

S. No.	Date	Review of Services rendered	No.of.Complaints				Remarks
			Received	Resolved	Pending	Reason for Pending	

Annexure V

Physical Verification

S. No.	Service	Location	Department	Date of physical verification	Remarks

PAAVAI VISION



PAAVAI CULTURE

We challenge the changes
We seek beyond the best
Work shall be taken not to be given
We produce value added professionals
We lead to Prosper, Excel and Conquer

PAAVAI MANTRA

Own Our Words and Deeds

