


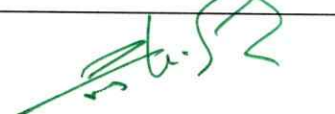



MAINTENANCE POLICY



Maintenance Policy Documents

| Name of the Policy | Maintenance Policy | Policy Number | SVCET2023/13 |
|-------------------------------------|--|-----------------------------------|--------------|
| Prepared by | Mr. M. Nataraj, AP/MECH Department, SVCET. | Date of Submission | 16.02.2023 |
| Reviewed by | Dr.V. Nagaraj, IQAC- Coordinator, SVCET | Revised Date (if any) | Nil |
| Approved by | Dr.S. PradeepDevaneyan Principal, SVCET. | Date Approval | 17.02.2023 |
| To whom the policy is applicable | Staffs of SVCET. | Version Number/Frequency no | 2/5 |

| S. No | Name of Authority | Designation | Signature |
|-------|------------------------|-------------------------------|---|
| 1. | Mr.M. Nataraj | AP/MECH Department, SVCET. |  |
| 2. | Dr.S. PradeepDevaneyan | Principal, SVCET |  |
| 3. | Dr.V. Nagaraj, | IQAC- Coordinator, SVCET |  |





sri venkateshwaraa
College of Engineering & Technology

ASPIRE TO EXCEL

Ariyur, Puducherry-605102.



MAINTENANCE POLICY

The Sri Venkateshwaraa College of Technology (SVCET) has a set system and procedures to care for the Infrastructure as well as making use of the resources. The routine upkeep of buildings, electrical equipment, laboratories, libraries, sports facilities, transportation, housekeeping, and gardens are all addressed by the infrastructure maintenance policy.

The Criteria of official organizations like the All India Council for Technical Education (AICTE) and the Affiliating University (Pondicherry University) ensure that the infrastructure facilities are acceptable. All departments maintain records of the infrastructure facilities, like the furniture, computers, software, and laboratory equipment, to be entered in the stock register.

Regarding cleanliness and proactive and corrective infrastructure maintenance, all departments must adhere to the rules and regulations of the institute. The following shall be a part of this.

- Regular cleaning in accordance with the checklists
- Periodic equipment maintenance and inspection
- Record-keeping and preventive maintenance in accordance with its schedules.
- Annual contract upkeep and preservation of service/maintenance records
- Corrective maintenance and related documentation.

Architectural Maintenance

Carpentry, painting, plumbing, and small construction work all get a part of building maintenance. The Maintenance manager is in charge of monitoring all of the work. A maintenance committee has been formed to oversee and plan the maintenance tasks. Minor tasks are completed whenever necessary, whereas major tasks are completed during semester breaks. The items of furniture in every classroom, conference room, and tutorial room, as well as the floors, walls, ceilings, doors, and windows, as well as more washroom hardware, are all included in the cost of the maintenance area.

The Maintenance manager develops a schedule for building inspections, which is carried out by the supporting employees under the supervision of the supervisor for each sector. During the inspection, the observations are noted, and suitable steps are taken. The Maintenance manager maintains a complaint register where complaints are documented, and maintenance tasks get carried out in response to complaints.

Twice a semester, class committee discussions are held to discuss the infrastructure of the classroom, laboratories, and other features. Students' feedback is analysed and any necessary actions are then taken.



www.svcet.ac.in

13-A, Pondy - Villupuram Main Road, Ariyur (Pangur), Puducherry - 605 102.

E-mail : principal@svcet.ac.in

Phone : 0413 - 2644426, Fax : 0413 - 2644424



Electrical Maintenance

It also covers the upkeep of electrical equipment in dormitories and academic buildings, including as generators, UPS systems, air conditioners, lighting, fans, and switches. Every piece of electrical equipment is regularly inspected, and each time a fault develops, it is replaced. A solar panel installed and regular inspections to identify issues or damage. Specify cleaning recommendations for the panels and the use of safe cleaning products. Encourage the use of monitoring systems to track energy production and detect issues.

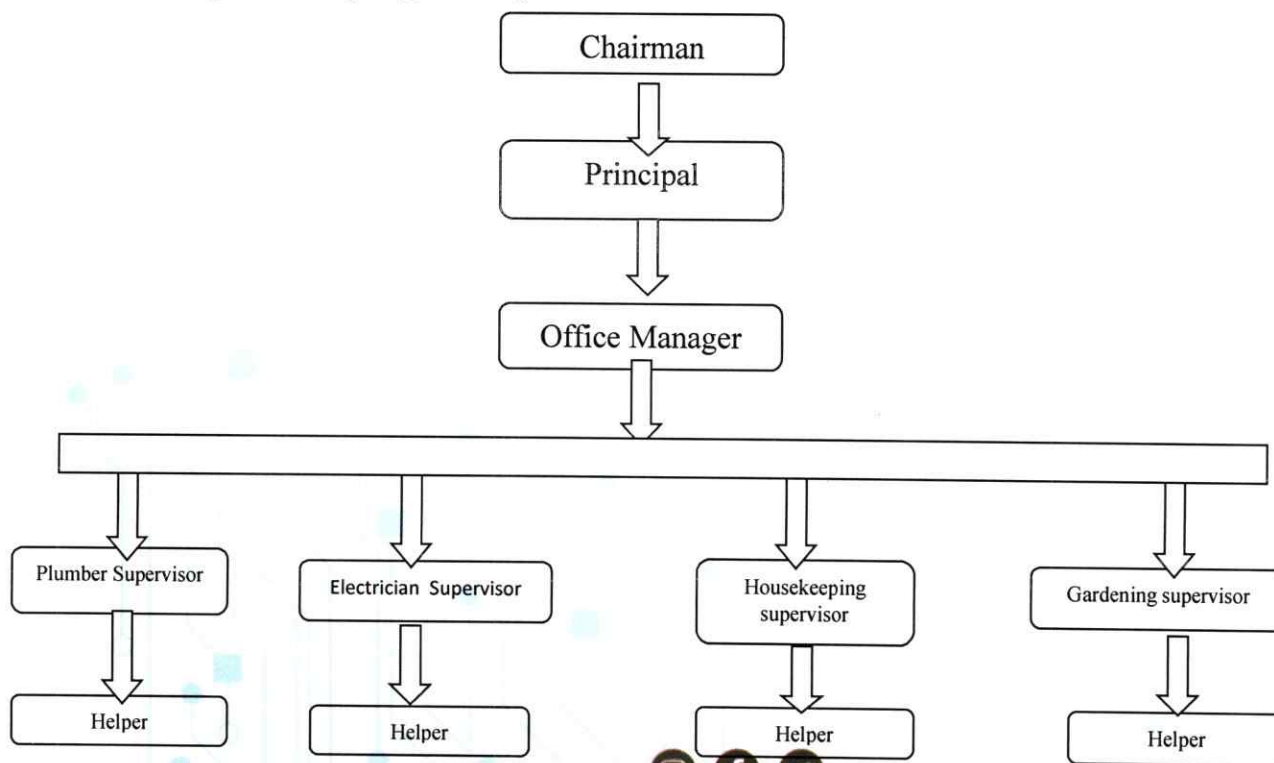
On the college's assets, there is an on staff electrician who responds to complaints about failed fans, generators, or lights. A contract for annual UPS service and maintenance is currently inked.

Housekeeping

Each and every classroom, laboratory, staff room, seminar room, restroom, and dorm room. Every day, the concerned person in charge cleans the kitchen and mess.

Garden Maintenance

Watering, weeding, fertilizing, keeping an eye out for pests, and lawn care are all part of garden maintenance. Under the direction of an Maintenance manager, gardeners conduct the essential actions to keep the college's grounds green.





Laboratory Maintenance

Daily maintenance:

Equipment's and work tables are cleaned by the lab technicians. Floor of the labs is cleaned by housekeeper which is recorded in the register.

Weekly maintenance:

- Floor mopping of labs are done once in a week by the housekeeper
- Maintenance of battery & UPS in computer laboratories
- Working condition of the equipment's is checked by the lab technician.

Semester-wise maintenance:

All the equipment's are checked and calibrated.

Yearly maintenance:

- Scrap items in the laboratories are identified with the concern of the lab in charges and HOD
- The scrap items are sent to the scrap yard by the Maintenance manager.

Preventive maintenance:

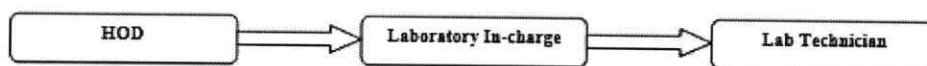
- The students are asked to follow the dress code (overcoat and shoes) while entering the laboratories.
- The students are given instructions in handling the equipment's before doing experiments.
- Laboratory manual is given to the students which include Do's and Don'ts of the laboratory, list of experiments and the procedure of doing the experiments.
- Stock register is maintained in laboratories.
- The working conditions of the equipment's are periodically checked
- UPS back up is provided for all system based laboratories





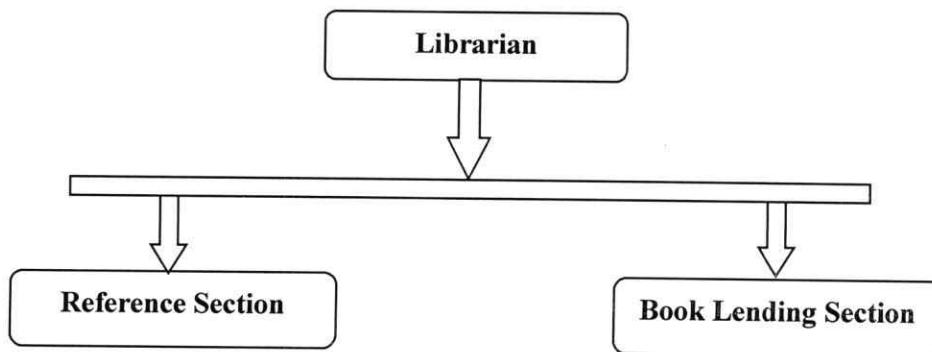
Breakdown maintenance:

- Minor repairs are carried out by the lab technicians.
- In case of Major repair, a request letter is submitted to the Principal and on approval an external person is hired to rectify the fault
- Service register and breakage register is maintained in each laboratory.



Library Maintenance

Library committee headed by Librarian is constituted and met once in a semester to discuss on the adequacy of books and e-learning materials. Actions are taken based on the observations of the meeting and are recorded.



Sports Complex

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are supervised by the Physical Education Director and the support staff of the college.

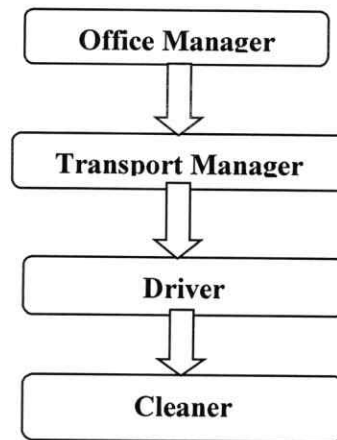
- The grounds are maintained at regular intervals by the rollers by the marker of sports department.
- The grounds are marked periodically.
- The gym equipment is cleaned and lubricated properly
- The sports equipment is checked and serviced at regular intervals by physical education director





Transport Maintenance

There are 3 buses in the institution. Each bus is serviced and maintained regularly and recorded in the service register. Faults in the buses are reported to the transport in-charge and rectified then and there.



Security

The security of the college is headed by Security head officer who is supported by security officer and security guards.

