



MES ASMABI COLLEGE, P VEMBALLUR

MAINTENANCE POLICY



ASMABI COLLEGE, P VEMBALLUR

Maintenance Policy

1. Purpose

The purpose of the MES Asmabi College Maintenance Policy is to establish a framework for the proper care, safety, and maintenance of the college's facilities, equipment, and resources. This policy aims to ensure the college's efficient operation, safety, and the longevity of its assets

2. Responsibility

- A. The College Administration is responsible for the oversight, implementation, and enforcement of this policy.
- B. Maintenance staff are responsible for carrying out maintenance tasks, repairs, and safety inspections.
- C. College faculty and staff must promptly report maintenance issues and cooperate in the upkeep of their respective areas.

3. Maintenance Procedures

3.1. Routine Maintenance

Regularly inspect and maintain college facilities, including classrooms, labs, library, and common areas.

- **Classroom/Department Maintenance:** The classrooms and departments are cleaned every day and are strictly monitored by HOD and a faculty, who is in charge of the particular class . Repair and maintenance of assets are undertaken on need basis. The faculty communicates their suggestions to the maintenance

wing through the Head of Department (HoD), with the knowledge and approval of the principal. Requests for crucial maintenance work are submitted promptly.

- **Laboratory Maintenance:** A log notebook is maintained by the lab coordinator which has details of stock in the laboratory, and student's access to the lab is also recorded with the details of in time and out time. The computer lab, Botany lab, Physics lab, Aquaculture lab, Chemistry lab, Zoology lab, Media lab and language lab are maintained by the lab technician and are monitored by the faculty of the respective departments. Lab Manual is displayed at the entrance of the laboratories.
- **Library Maintenance:** The library is maintained by the library supporting staff and is monitored by the librarian. Separate log is maintained for students and faculty to record the daily library footfall. A computer is placed at the entrance to record online footfall of the library access. Library supporting staffs maintain the accession register and also the files pertaining to the purchase of books and renewals of periodicals and e resources. They also inspect and maintains library equipment's such as computers, printers etc.
- **Venue booking Register:** We are maintaining a register for booking of venues like seminar hall, conference hall and auditorium. The primary purpose of a venue booking register is to efficiently manage the allocation and usage of specific spaces or venues within an organization. It helps ensure that venues are not double-booked and that resources are optimally utilized. The register contains entries for each booking, typically including information such as the date and time of the booking, the purpose of the booking, the venue and any special requirements or instructions. It provides a quick reference for checking the availability of venues or spaces. An authorized office Staff is responsible for managing the booking process can consult the register to see which venues are already reserved and when they are available.
- **Major Equipments.** There are Annual maintenance contract (AMC) for major costly equipments
- **Sports facilities:** The sports facilities are maintained under the supervision of the Physical Education department. The field used for track and field events is

regularly mowed and maintained for regular practice and conduct of interdepartmental and intercollegiate competitions.

- **Security Measures:** The campus is widely covered through CCTV surveillance which is maintained by the IT wing of the college. In addition, security guards are present on campus 24/7 to ensure the safety of students and staff.
- **Power supply:** A generator is installed to ensure uninterrupted power supply. The maintenance service is undertaken as and when required.
- **Canteen:** Canteen is furnished with adequate seating arrangements. A separate dining space exclusively for faculty is available in the canteen and its maintenance is monitored by canteen committee.
- **Green Campus** There is AMC for maintaining the garden and greenery inside the campus.

3.2. Safety Measures:

- Conduct regular safety inspections to identify and address potential hazards, including fire safety and emergency procedures.
- Ensure that safety equipment, such as fire extinguishers, emergency exits, and safety signage, is in working condition and well-marked.

3.3. Equipment and Technology:

- Regularly inspect and maintain equipment and technology used in classrooms, labs, and offices.
- Keep software and digital resources up-to-date and ensure user-friendly interfaces.

3.4. Groundskeeping:

- Maintain outdoor facilities, such as sports fields and landscaping. b. Ensure proper waste management and recycling.

4. Documentation

Maintain records of maintenance activities, including repair requests, safety inspections, and reports of damaged or malfunctioning equipment.

5. Compliance

Ensure that all maintenance activities adhere to relevant safety regulations and standards.

6. Review

Periodically review and update this policy to reflect changes in college facilities, technology, or regulations.

7. Reporting

Promptly report any issues or concerns related to maintenance to the College Administration or designated maintenance staff members.