

# **KALASALINGAM**

## **ACADEMY OF RESEARCH AND EDUCATION**

### **(DEEMED TO BE UNIVERSITY)**



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade

Anand Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | [info@kalasalingam.ac.in](mailto:info@kalasalingam.ac.in) | [www.kalasalingam.ac.in](http://www.kalasalingam.ac.in)

## **Maintenance Policy**

**(MP-2018)**

(Revised version of MP-2014)

**KARE/IQAC/MP/2018/1**

Approved by BOM on 03.12.2017

**REGISTRAR**  
**Kalasalingam Academy of Research and Education**  
(Deemed to be University)  
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Anand Nagar, Krishnankoil-626126, Srivilliputtur(Via), Tamilnadu, India.

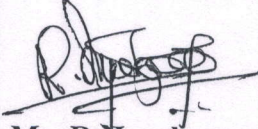
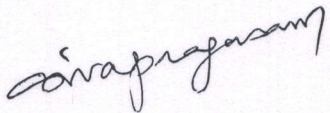
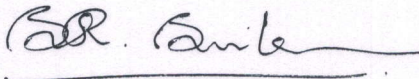
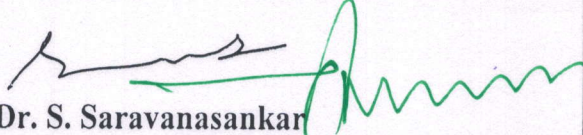
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**History of Maintenance Policy**

S. No.	Newly Added Title/Revised	MP 2014 (1 <sup>st</sup> Version)	MP 2018 (2 <sup>nd</sup> Version)
1	E-ticketing system - KAFKA	Not available	Available

**Maintenance Policy Preparation and Verification Team**

Prepared by	 <b>Mr. R. Jeyakumar</b> Estate Officer
Reviewed by	 <b>Dr. C. Sivapragasam</b> Director (IQAC)
Compiled by	 <b>Dr. Srikumar</b> Dy. Registrar/GA
Approved by	 <b>Dr. S. Saravanasankar</b> Vice-Chancellor

**REGISTRAR**

### 1. Introduction

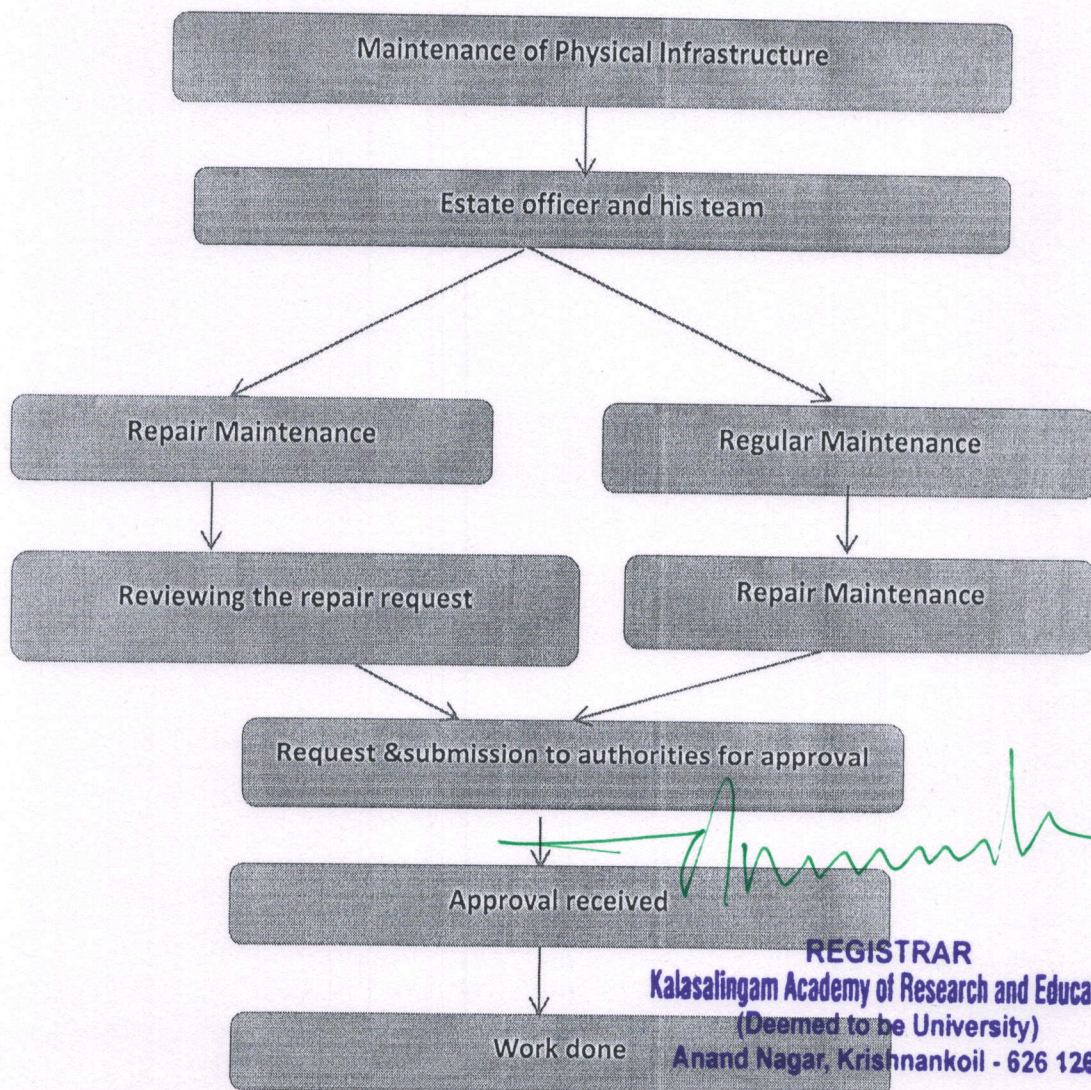
The Kalasalingam Academy of Research and Education has a system in place to maintain its physical facilities, including its guest house, playground, staff quarters, classrooms, labs, hostels, and IT infrastructure. This policy paper outlines who is responsible for ensuring the efficient use and upkeep of all the campus infrastructure.

### 2. E – Ticketing system

Complaints can be registered through an e-ticketing system KAlasalingam Facilities and Complaints Addressing System (KAFKA) <https://kafka.kalasalingam.ac.in>, through email / Mobile. As per the policy any registered request, based on the criticality, it is to be resolved within 24 hours to 1 week.

### 3. Physical Facilities

The responsibility for maintaining the campus's common infrastructure, including repairs and maintenance, falls on the estate officer in order to ensure the organisation runs without interruption. To keep the maintenance facilities up to date and fault-free, a staff of electrical engineers, plumbers, civil engineers, sanitary inspectors, gardeners, and a transport manager would be working under the estate officer. On the basis of any requests or complaints, they will do repairs and maintenance, and scheduled preventive maintenance will also be performed. Major repairs and scheduled maintenance should only be carried out with prior consent from higher authorities.

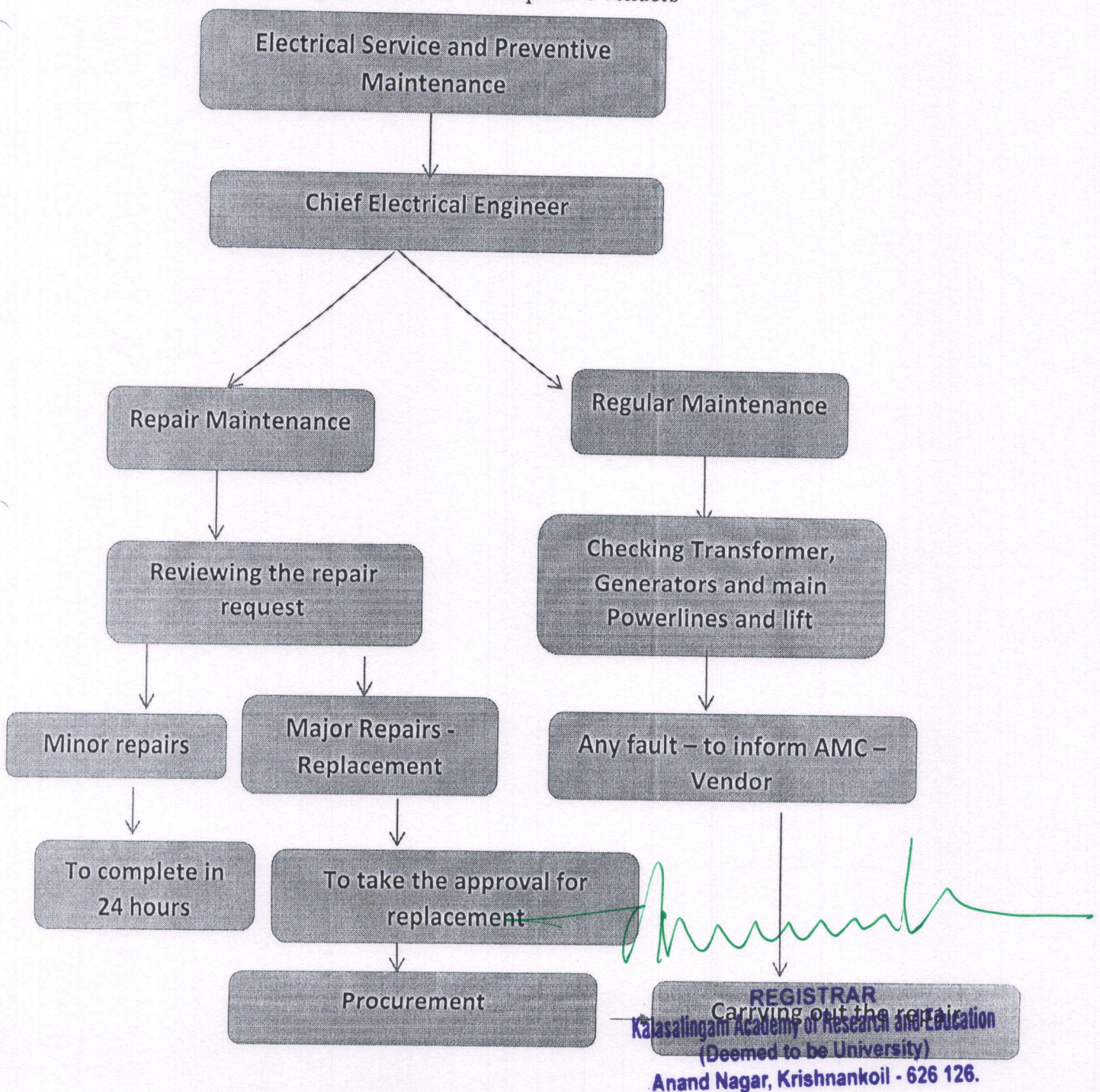


## Electrical Service and Preventive Maintenance

Electrical engineer under the supervision of estate officer should take care of all the physical infrastructure of electrical items and should ensure 24x7 uninterrupted power supply with minimized wastage of energy

Maintenance of generator with regular AMC and the day to day checking of fuel level to be taken care by the electrical engineer. Power demand requirement should be given to the Electricity board based on the requirement of academic work and the student's capacity in the hostel.

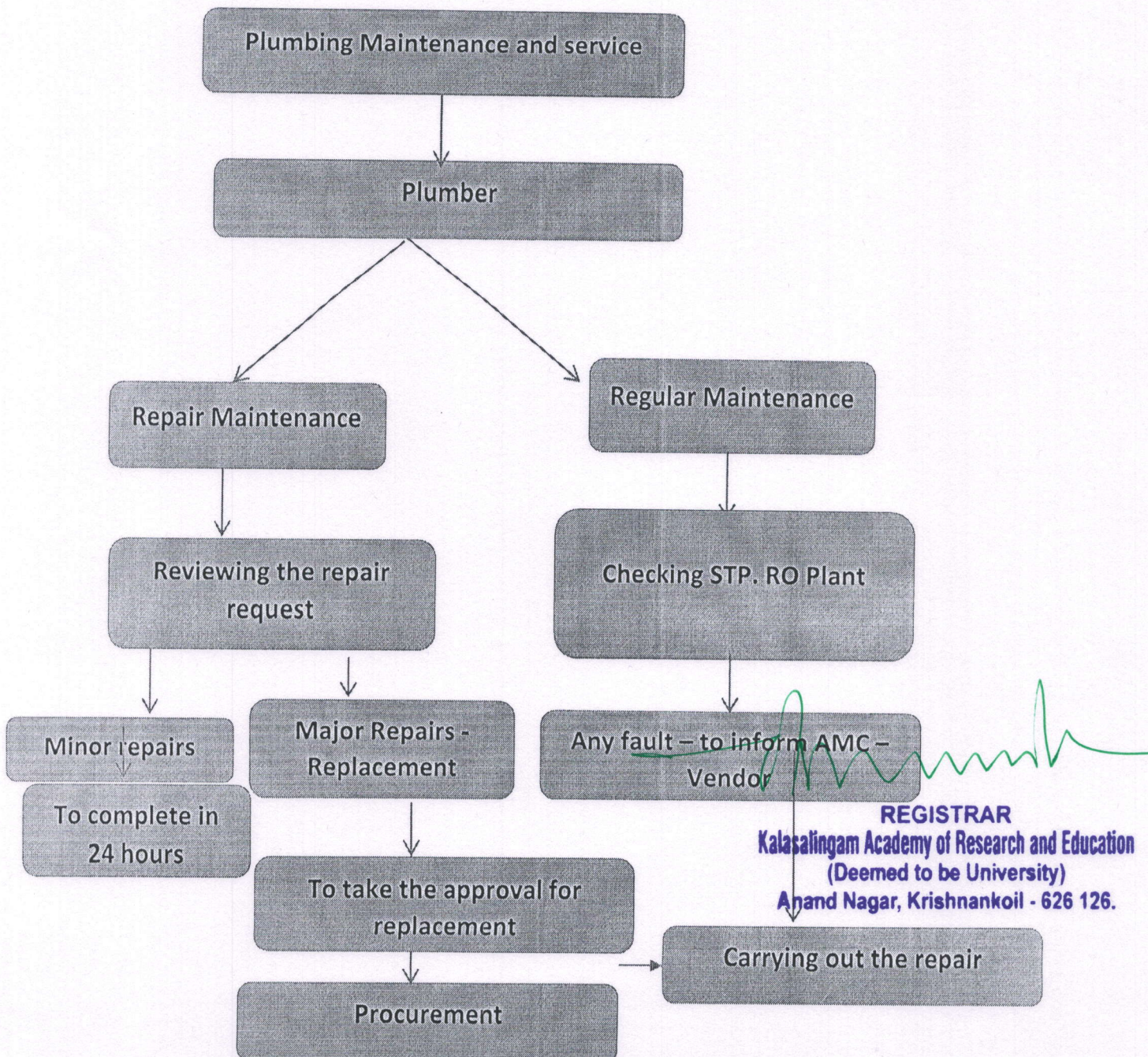
Whenever there is a repair in the fans or lights it must be repaired or to be changed based on the complaint received through KAFKA, request email, request form, it should be done in 24 hours. Preventive maintenance should be carried out periodically for all electrical appliances during after the completion of each of the academic semester. Air-conditions, Solar Panels and Lifts need to be serviced on regular basis as per the Service agreement with the respective vendors



## Plumbing Maintenance and Service

Water systems, RO plants, sewage treatment plants, water harvesting, drainage systems, and water waste management should all be taken care of by the plumbing team. They should also work with the idea of clean water and water conservation. The plumbing crew should make sure the water tanks are cleaned on a regular basis and according to plan. According to the service agreement with the vendor, sewage treatment plant inspection and testing for the duty point parameters must be completed. RO plant water quality – Hardness, fluoride, Ph, Conductness and salinity to be tested monthly once.

Any issues regarding water leaks or broken pipes need to be handled right away. The drainage system and water collecting wells need to be monitored and cleaned frequently. All replacements and significant repairs, apart from minor repairs, require management approval. Major repairs should, wherever possible, be handled by AMC.



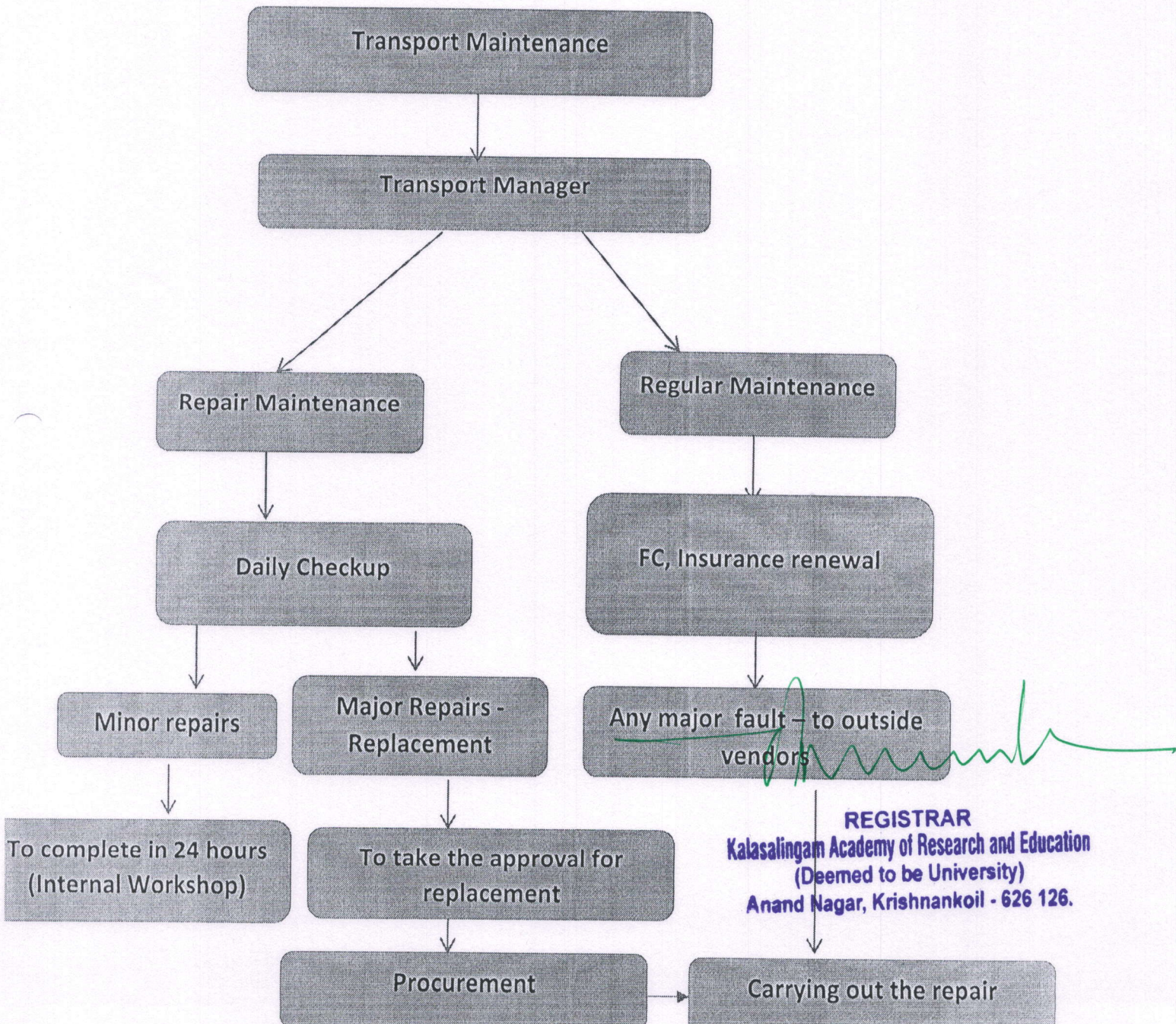
### General maintenance

The sanitary inspector and his team should ensure maintenance and cleanliness of all the buildings, labs, classrooms, furnitures, play grounds, indoor stadiums, auditoriums, seminar halls, gym, amenities, health centre, guest house, hostel buildings, staff quarters etc.

### Transport Maintenance

The transport manager and his staff of drivers and cleaners are responsible for maintaining all of the institute's vehicles, including LMVs, buses, tractors, tanker lorries, and others. The trip sheets and vehicles should be routinely checked each day by the transport manager. Road tax, insurance, and vehicle registration must be obtained in accordance with the schedule.

Minor vehicle maintenance and repairs should be handled in-house by the mechanic and his helper, with the transport manager's agreement. Any major maintenance work should be carried out outside with the appropriate administrative approval.



### **Maintenance of Academic area (classrooms and Labs)**

Cleaning the labs and classrooms should be handled by the housekeeping supervisor and his staff each day. The department heads and the estate officer should be informed of the condition of the furniture so that it can be repaired or replaced as needed.

The lab assistants should take care of the equipment in the labs with the assistance of the faculty member in charge of the lab. The lab assistants should handle any minor repairs; however, if a substantial repair or replacement is required, the concerned faculty member should submit a request to the department chair and receive administrative approval before proceeding.

Head of the departments ensures the effective usage of laboratories for regular labs, product development, projects etc and the class rooms.

### **Maintenance of ICT facilities (Computers, Switches, wi-fi devices, CCTV, Internet, UPS, projectors, lecture capturing system)**

Head Computer maintenance division with his team of network engineers and technicians should ensure all the ICT facilities (Hardwares, Licensed software, Open Source software and Inhouse software) are in working conditions and any breakdown or maintenance issues of the facilities should be addressed within 24 hours upon receiving the complaints. Other repairs should be forwarded to the concern company where AMC is given.

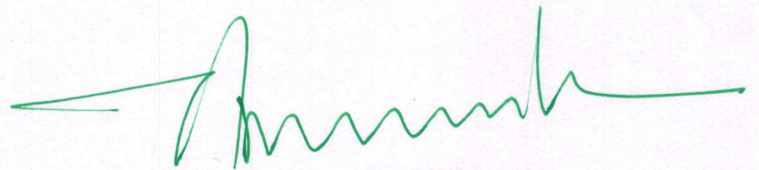
#### **Software:**

Computer maintenance division should ensure the renewal of the required software license of all the academic and non-academic dept of the institute, any software (Licensed and Open source) required for any individual or the department or the lab to be installed as per the approval given by the concern authorities.

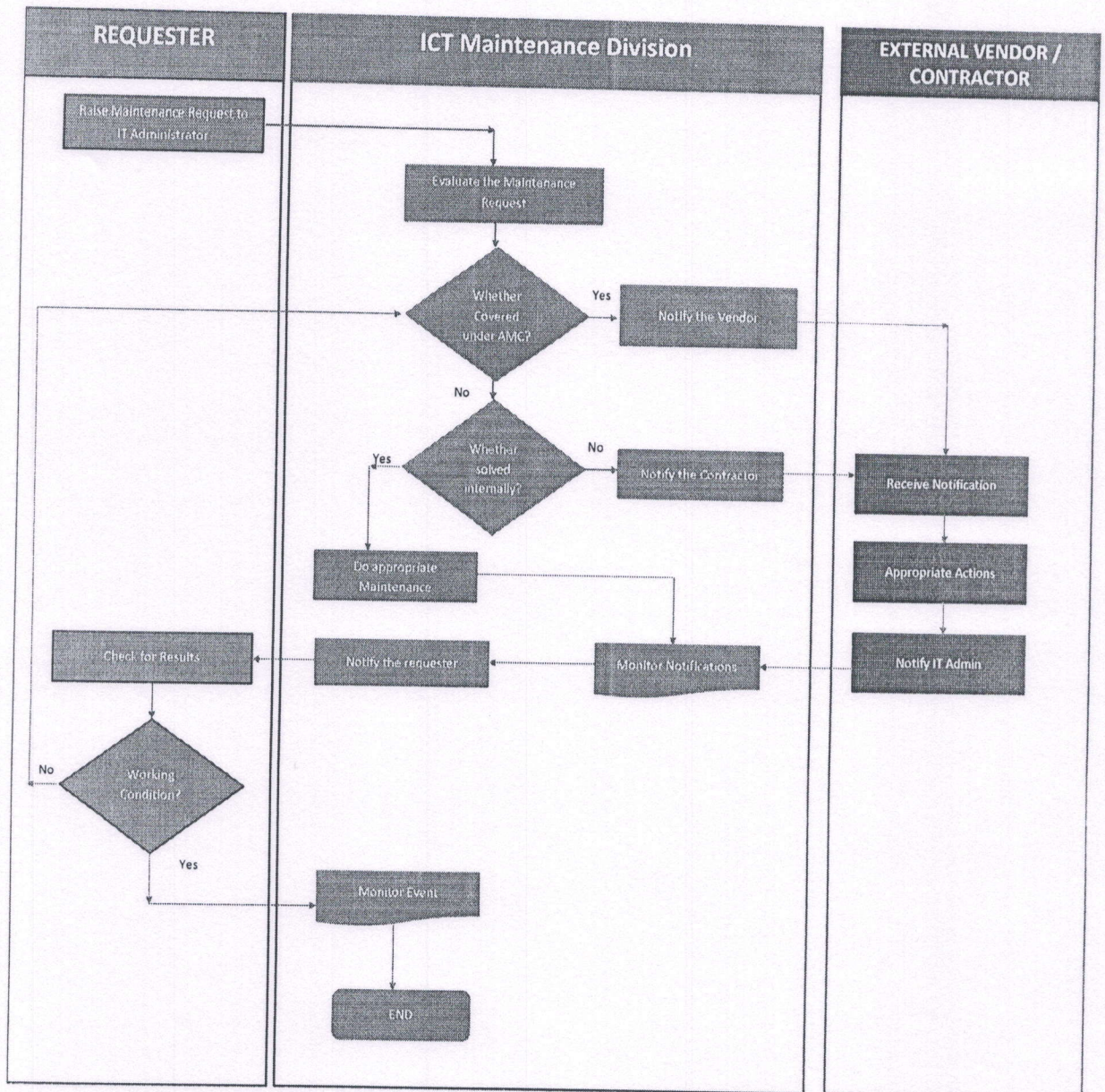
Inhouse Software:

#### **Inhouse Softwares:**

Softwares developed by inhouse should be installed and trained to the concern end user, and regular updates required to be informed to the developer



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### Maintenance of Sports and Games Facilities

All of the playgrounds are maintained by the physical director along with his group of other P.Ed.s and markers; the estate office will be notified of any significant repairs or adjustments needed. A contract for annual maintenance covers all of the significant sports and gym equipment.

### Maintenance of Swimming Pool

Swimming master, along with his team of trainers and housekeeping personnel, will maintain the swimming pool. The water should be changed and chlorinated according to the appropriate schedule. Chlorine levels should be regularly checked. Under the terms of the annual service contract, any significant repairs or upkeep for the swimming pool are handled.

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### **Maintenance of Campus Cleanliness**

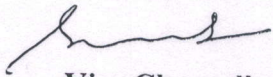
Campus cleaning for academic and administrative blocks is contracted out to a housekeeping company; they are responsible for cleaning the entire campus before the start of regular working hours and cleaning the restrooms twice a day. All cleaning is overseen by a supervisor assigned to the block, who then reports to the overall in-charge.

### **Maintenance of other amenities**

A annual maintenance contract or service agreement is in place with the relevant company from which the amenities were purchased for amenities like a sewage water treatment plant, a RO plant, and solar panels. Civil and Chemistry departments, respectively, conduct periodic testing of the effluent from STP and the water quality from the RO plant.

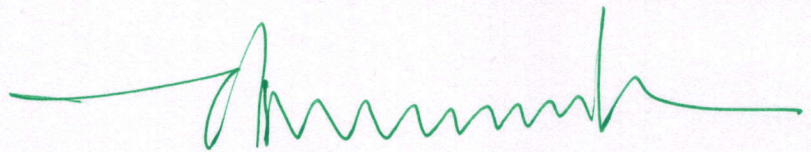
### **Annual Stock Checking**

End of every academic year annual stock verification is in the process, faculty from other academic departments are allotted for verifying the stock by checking the furniture, ICT facilities, lab equipment, Library books, sports item etc. and reporting of final status and repairs are informed to the concern administration to take up the necessary actions required




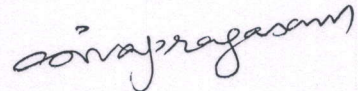
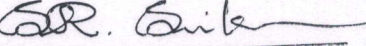

Vice Chancellor

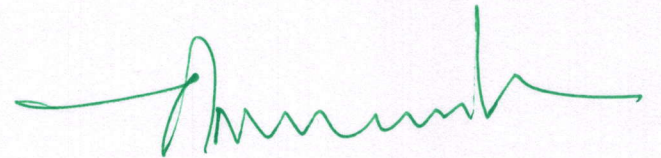
Name: Dr. S. Saravanasankar



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