



KALASALINGAM
ACADEMY OF RESEARCH AND EDUCATION
(DEEMED TO BE UNIVERSITY)

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



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Maintenance Policy

(MP-2018)

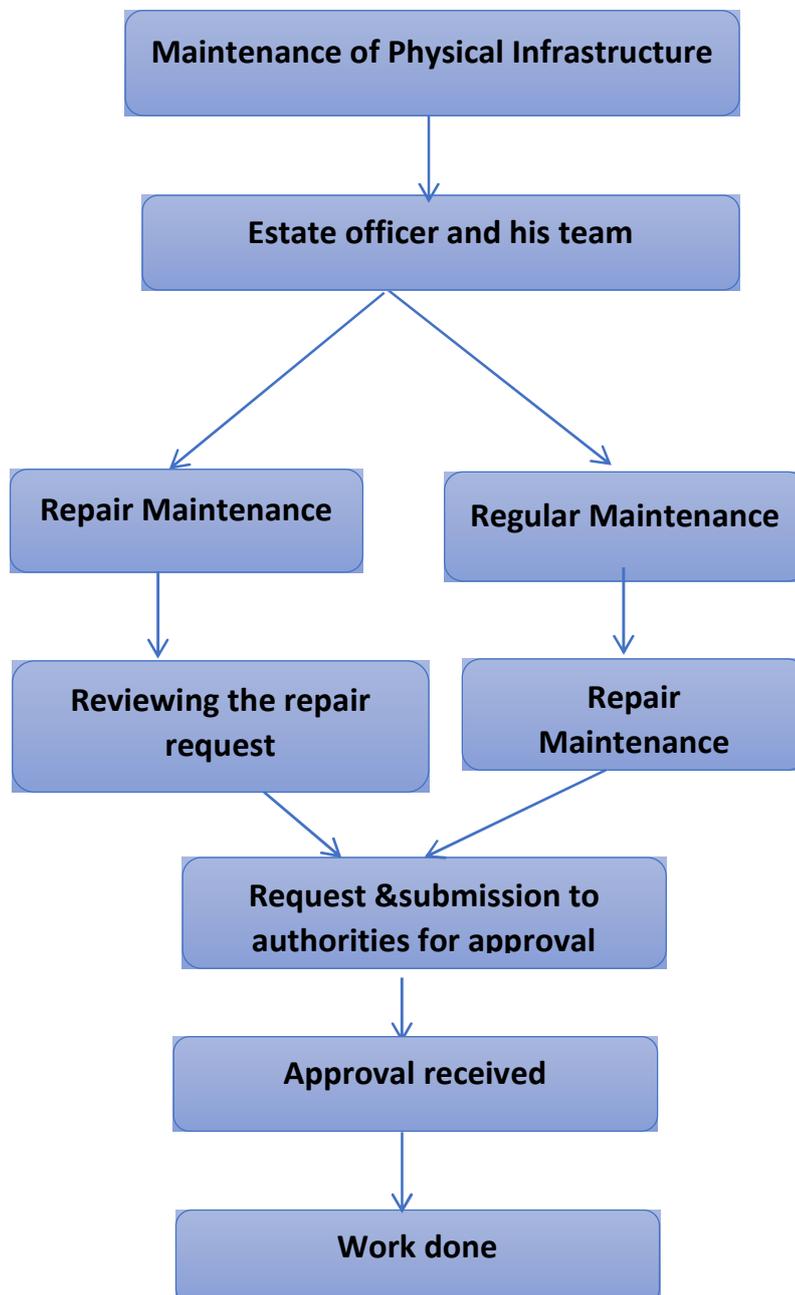
(Revised version of MP-2014)

1. Introduction

The Kalasalingam Academy of Research and Education has an established system to maintain its infrastructure for general ambience, classroom, laboratories, hostels, IT infrastructures, Guest house, Playground, Staff quarters. This policy document explains the responsibilities to ensure the effective usage and maintenance of all the infrastructure in the campus

2. Physical Facilities

Estate officer should take care of common infrastructure maintenance of the campus including repair and maintenance. The team of electrical engineers, plumbers, civil engineers, sanitary inspector, gardeners, transport manager would be working under him.

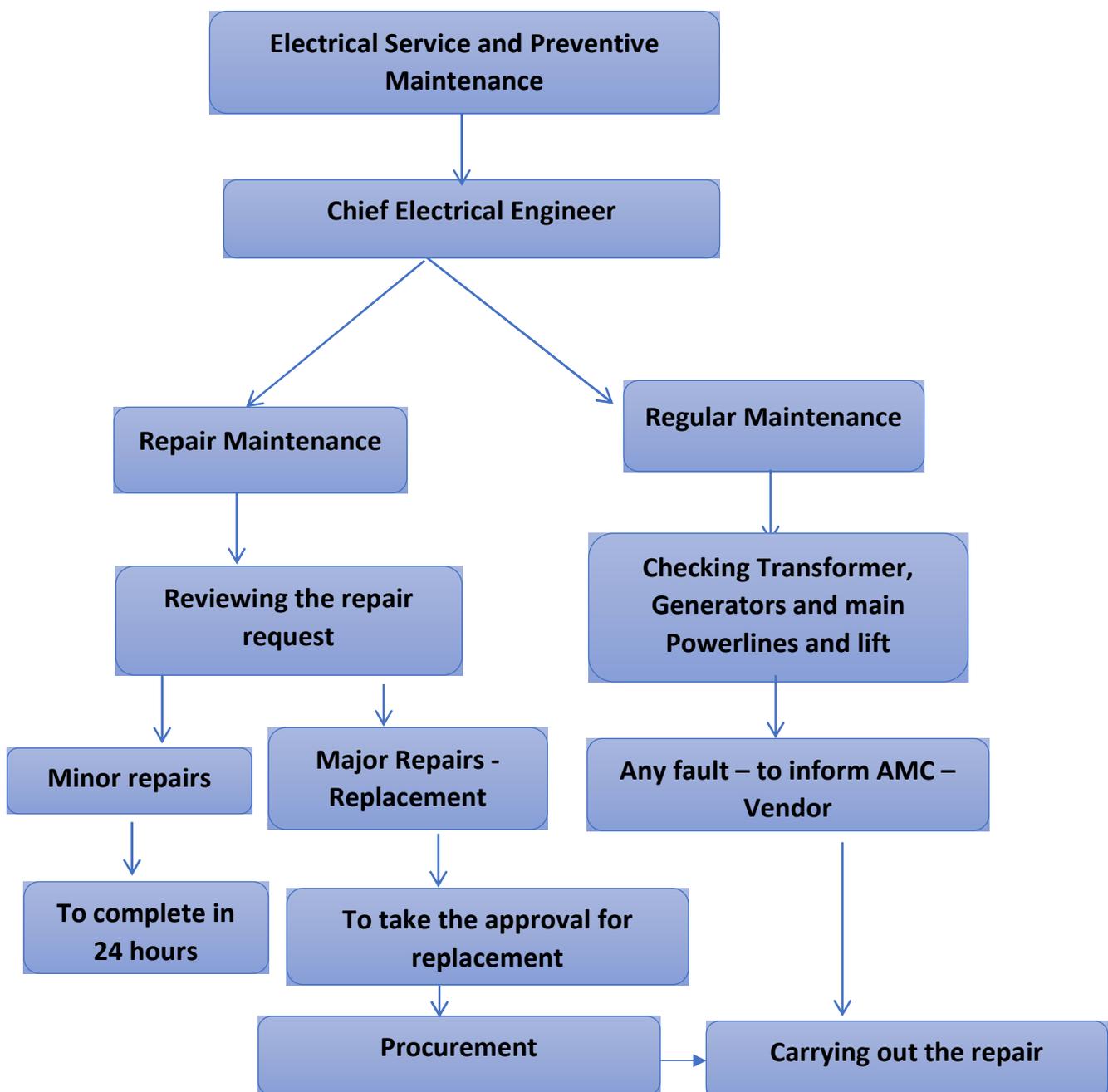


Electrical Service and Preventive Maintenance

Chief electrical engineer under the supervision of estate officer should takes 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 under CEE. 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.

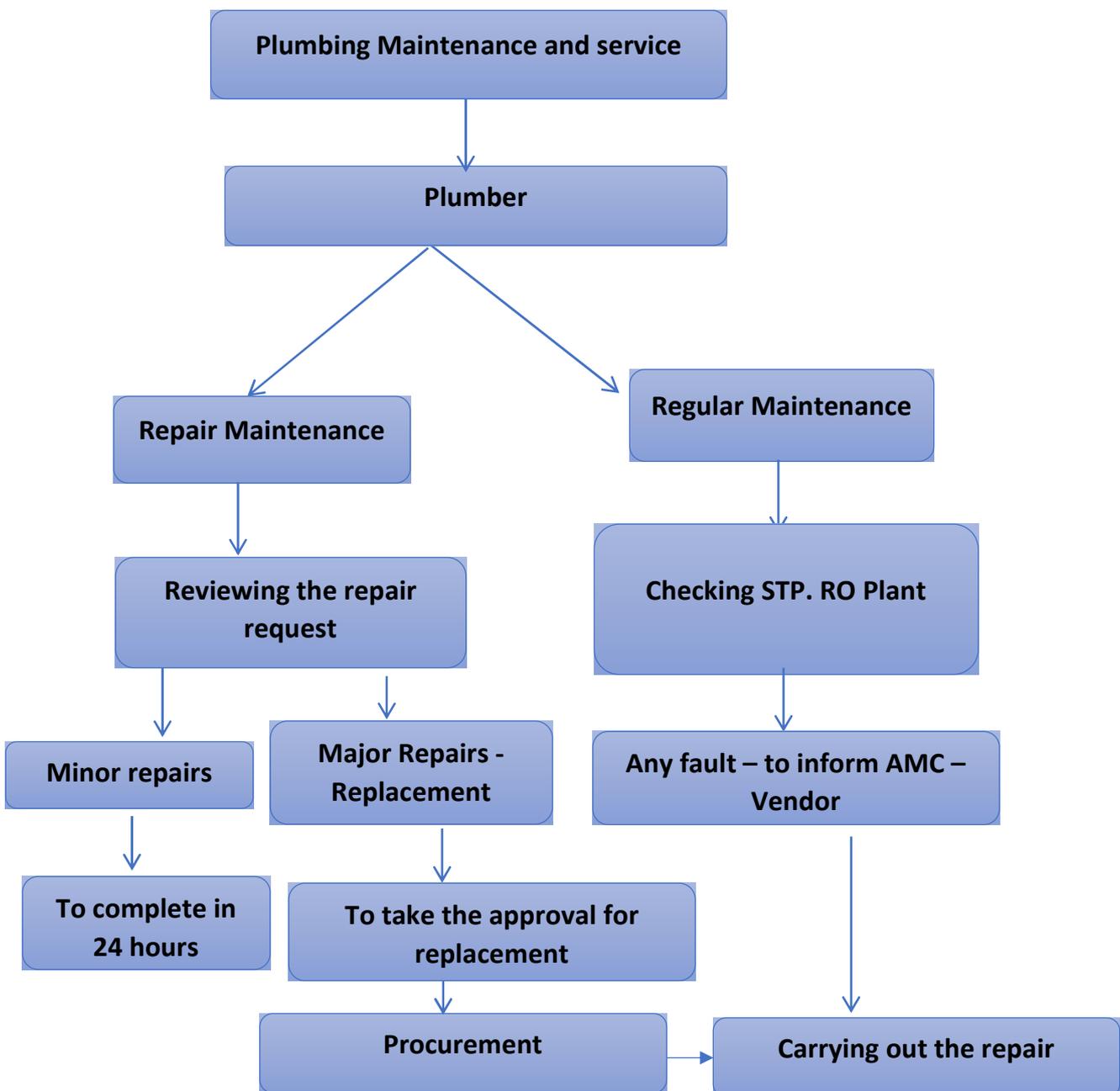
Whenever there is a repair in the fans or lights it must be repaired or to be changed based on the request email, requestion form, it should be done in 24 hours. Air-conditions, Solar Panels and Lifts need to be serviced on regular basis as per the Service agreement with the respective vendors



Plumbing Maintenance and Service

Plumbing team should work with concept of clean water and save water, they should take care of the water systems, RO plant, Sewage treatment plant, water harvesting, drainage system and controlling the wastage of water. Plumbing team should ensure regular cleaning of the water tanks as per the schedule. Sewage treatment plant inspection and test for the duty point parameters to be done as per the service agreement with the vendor. RO plant water quality – Hardness, fluoride, Ph, Conductness and salinity to be tested monthly once.

Any complaints related to the leakage of water or breakage of pipes should be addressed immediately. Water harvesting well and the drainage should be checked and cleaned on regular basis



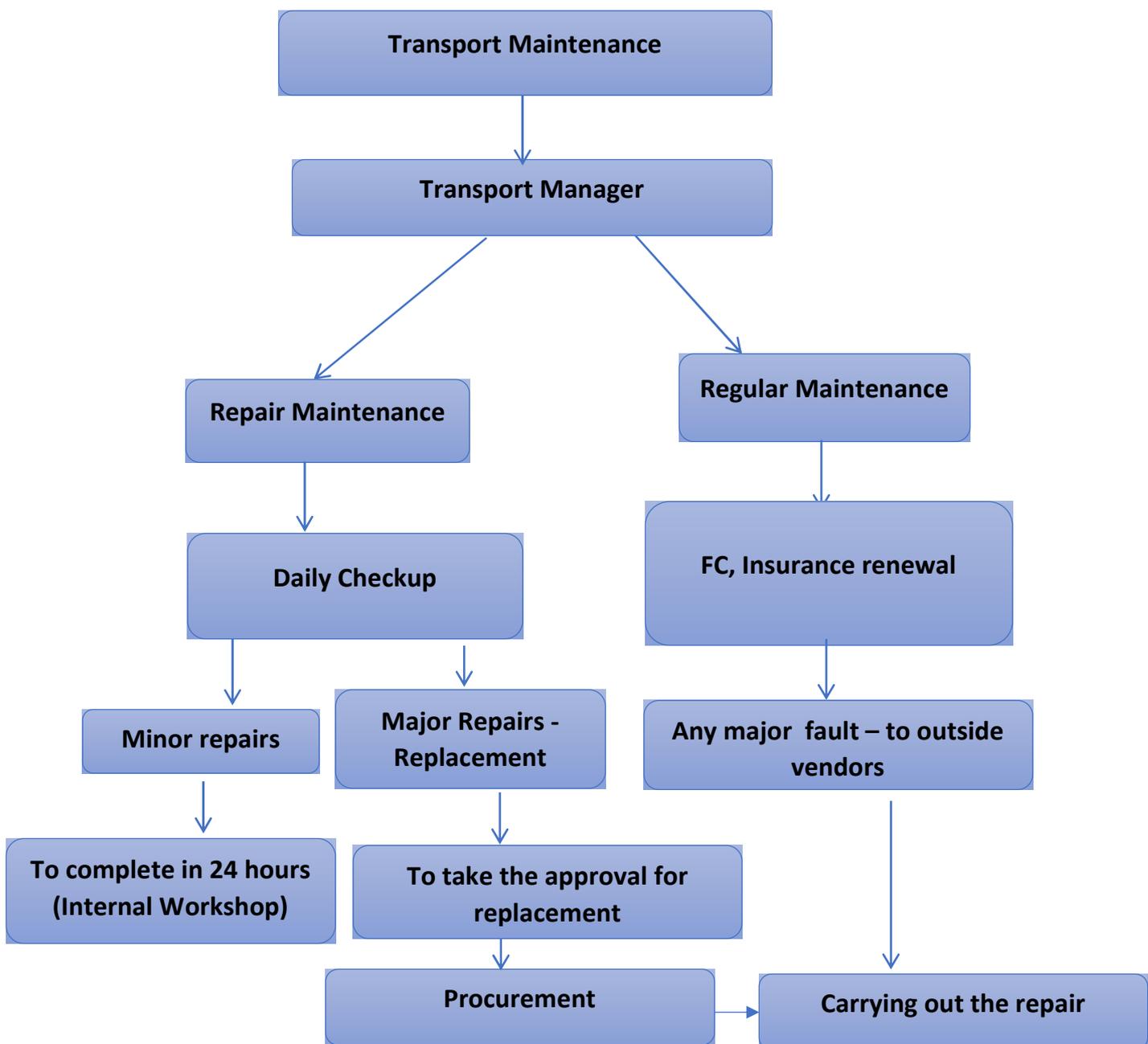
General maintenance

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

All the vehicles(LMV , buses, tractors, Tanker lorry etc) of the institute should be maintained by Transport manager and his team of drivers and cleaners. Transport manager should ensure daily routine checking of the vehicle and trip sheets. Vehicle registration, Fitness certificate, Insurance, road tax should be taken as per the schedule.

Inhouse workshop with the mechanic and his assistant should take care of the small maintenance and repair of the vehicles, with transport manager approval. Any major repair or replacement should be done outside with the proper administrative approval



Maintenance of Academic area (classrooms and Labs)

Housekeeping supervisor with his team should take care of cleaning the classrooms and labs on a daily basis. They should check the status of the furniture and repair it or replace accordingly by informing the Heads of the department and the estate officer.

Equipment in the laboratories should be taken care of by the lab assistants with the concern faculty in charge of the lab. Small repairs should be taken care of by the lab assistants and if any major repair or replacement is required in the component then the concern faculty in charge should raise the request to the head of the department and with the administrative approvals it has to be carried out.

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.

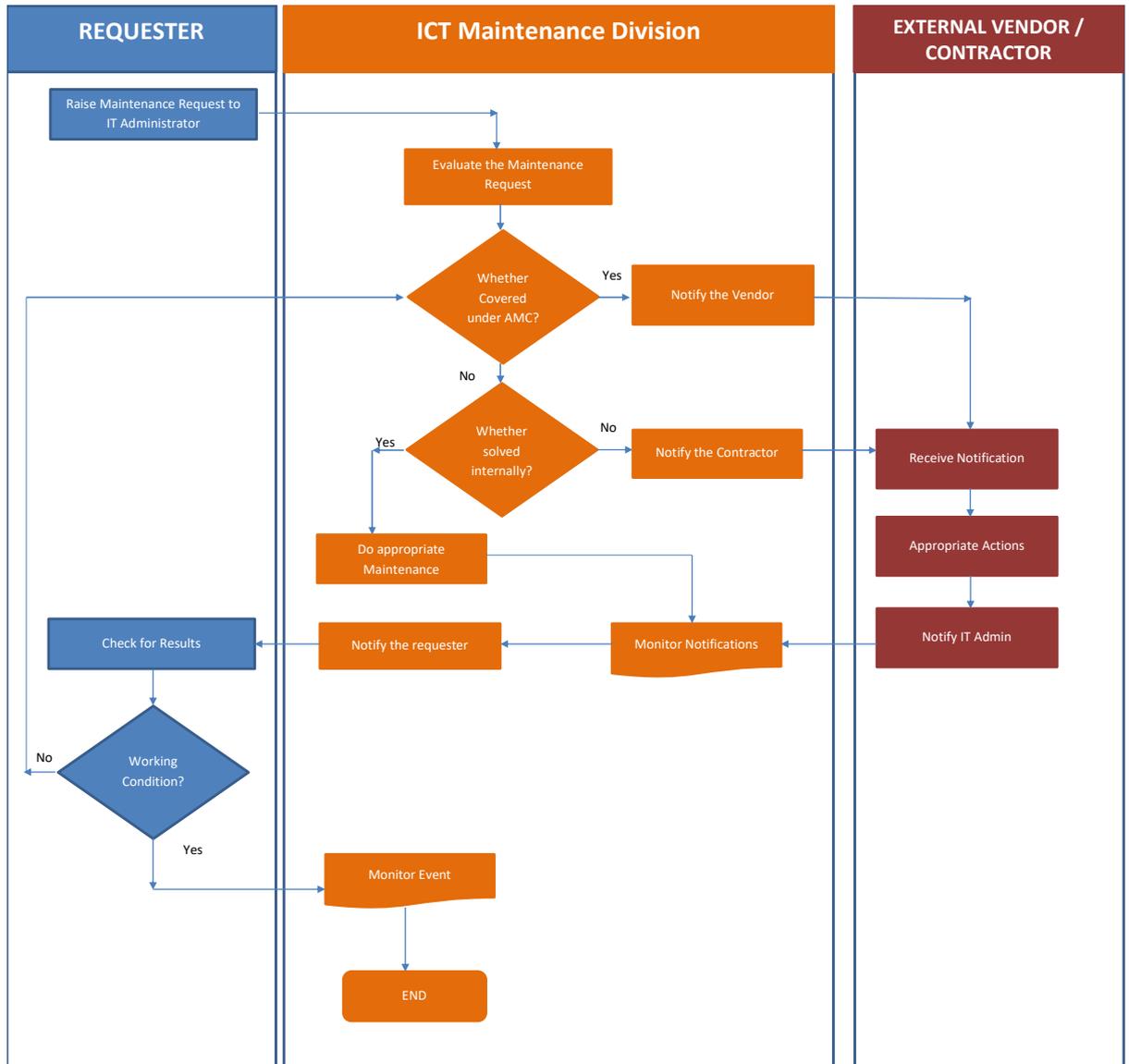
Software:

Computer maintenance division should ensure the renewal of the required software license of all the academic and non-academic departments 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



Maintenance of Sports and Games Facilities

Physical director with his team of other P.Eds and markers takes care of all the playgrounds, any major repairs/ alterations required in play ground will be informed to the estate office. All the major sports equipment and Gym equipment are covered under Annual Maintenance contract

Maintenance of Swimming Pool

Swimming pool is maintained by Swimming master with his set of trainers and house keeping staff. Proper schedule of water changing and chlorination is maintained. Level of chlorine is tested on regular basis. Any major repair or maintenance work in the Swimming pool is take care under Annual Service contract

Maintenance of Campus Cleanliness

Campus cleanliness of academic and administrative blocks are outsourced with the housekeeping company, they should clean the entire campus before the regular working hours starts and the washroom is cleaned twice daily, which is monitored by the supervisor allotted to the block which in turn reported to the overall

Maintenance of other amenities

Other amenities such as Sewage water treatment plant, RO plant and Solar Panels are under Annual maintenance contract/ service agreement with the respective company from where the amenities are procured. Regular checking of the effluent from STP and the water quality from RO plant are tested by Civil and Chemistry department regularly

Annual Stock Checking

End of the 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