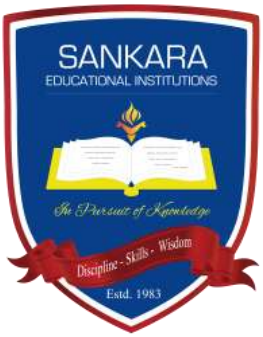


SANKARA COLLEGE OF SCIENCE AND COMMERCE

HEI CODE C-41064

NAAC SSR Cycle - II

PROCEDURE FOR MAINTAINING ACADEMIC & SUPPORT FACILITY

Affiliated to Bharathiar University, Coimbatore | Approved by AICTE, New Delhi
An ISO 9001:2015 Certified institution
Saravanampatty, Coimbatore – 641035 | Website: www.sankara.ac.in | iqac@sankara.ac.in

MAINTENANCE PROCEDURES

PROCEDURE AND POLICIES FOR MAINTAINING PHYSICAL AND ACADEMIC SUPPORT FACILITIES

The institution has a well established procedure for maintaining all the physical, academic and support facilities. The Administrative Officer is the overall incharge for maintaining the infrastructure of the institution. Under his supervision, a team of staff are assigned for infrastructure maintenance and they are responsible for maintaining each department. The Maintenance Manager is in charge for the Electrical, Plumbing and Civil department, the House Keeping Supervisor is charge for keeping all the furniture, classrooms, floors and other common area cleanliness and hygiene and Lab Administrator is in charge for maintaining computing equipments and laboratory.

Before the commencement of the academic year, the Administrative Officer along with the department in charges and Heads of the department formulates a budget proposal based on the previous year expenses and gets approval from the Management. The fund allocated by the Management is utilized for maintenance of infrastructure. Infrastructure facilities are regularly monitored and maintained by the Administrative Officer and periodical inspections are carried out by the department in charges and Administrative Officer.

The faculty members and students register their grievances (civil, plumbing and electrical etc) in the Complaint Register which is kept in all areas such as laboratory, hostel, classrooms etc. The raised grievances are sorted out immediately by the Maintenance team. Any purchase/Replacement/Repairs are carried out with the approval from the Administrative Officer and the Management. Purchases are recorded with invoice number in the stock register. Annual Maintenance is done through various contractors based on the

nature of work. Garden and lawn maintenance are done through the contractor under the supervision of the Administrative Officer.

EME MAINTENANCE PROCEDURE

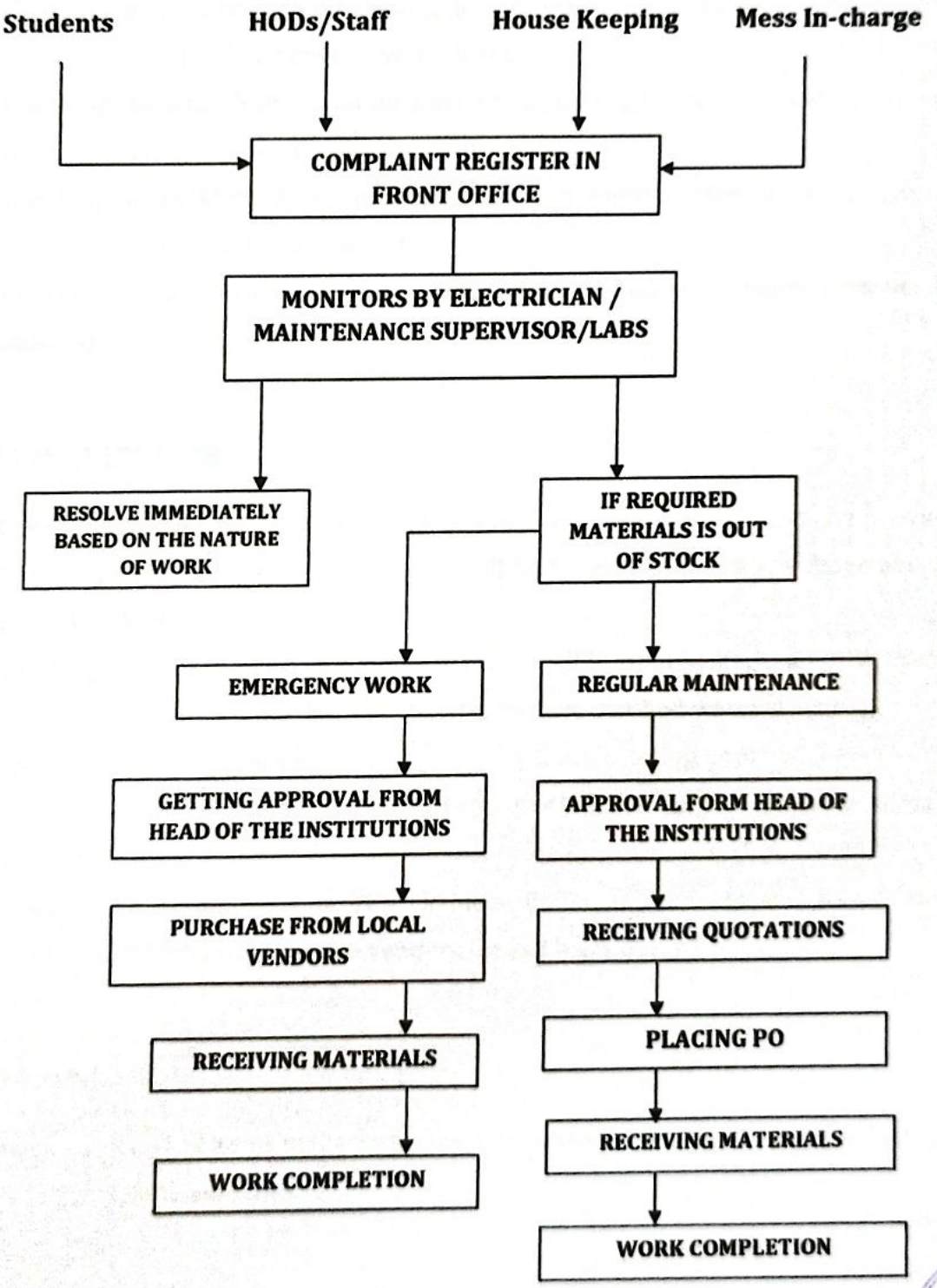
S.NO	LIST OF EQUIPMENTS	DAILY	WEEKLY	MONTHLY	YEARLY
1	Transformer	✓			
2	Generators	✓			✓
3	Electrical items			✓	
4	Plumbing items			✓	
5	Carpentering items				✓
6	Air conditioner		✓		
7	Motors		✓		
8	UPS		✓		
9	Solar plant	✓			
10	RO plant	✓			
11	Water tanks			✓	
12	Water Purifiers			✓	
13	Mess equipments	✓			
14	Gas line		✓		
15	Boilers		✓		
16	Buildings			✓	
17	Painting				✓
18	Fire Extinguishers				✓

General Maintenance is carried out in different phases as

1. Daily maintenance
2. Weekly maintenance
3. Monthly maintenance
4. Yearly maintenance

Any complaint on electrical, plumbing, carpentering, air coolers, water doctors, mess equipments and civil repairs is recorded in the register maintained at the Front office. The Complaints recorded in the Register are rectified then and there based on the nature.

FLOW OF PROCEDURE IN MAINTENANCE PROCESS



Sankara College of Science and Commerce

DAILY MAINTENANCE

- Team will check the EB readings and transformers. (EB reading and maintain daily consumption and checking for Transformer oil level, voltage and checking of on load tap changer)
- Checking the Generator and clean genset check oil level, battery voltage, battery distilled water level and coolant water level.
- Checking the solar unit.(Maintain solar voltage, daily units, battery distilled water level and battery voltage)
- Checking mess kitchen equipments. (Maintain motors, stream boiler, gas line leakage and electrical equipments)
- Checking the RO plants. (Clean and test the water TDS Level, water pressure and motors)

WEEKLY MAINTENANCE

- Checking air conditioners and clean filters indoor fan, outdoor fan and compressors.
- Checking all water pump motors, clean all water pumps bearing, voltage and any water leakages.
- Checking all UPS units and batteries. (Check UPS input voltage, Output voltage, Amps, Battery voltage and battery cleaning battery distilled water checking)
- Checking Gas pipe lines and gas equipments. (Check catering dept and mess gas pipe lines and equipments and if any major problems will call gas line service vendors for call basis only)
- Checking Boiler equipments. (Check mess Boiler equipments and if any major problems will call boiler service vendors for call basis only)

MONTHLY MAINTENANCE

- Check all electrical items in Class rooms, labs, office areas, hostel, mess and general areas lights, fans, switches.

- Check all plumbing items. (Water pipe lines, water taps and etc)
- Check water tanks and cleaning process.
- Check water purifiers. (Check all water purifiers and replacing of spun filters and test water TDS Level)
- General building maintenance.

YEARLY MAINTENANCE

- Check generators, oil filters, air filters, oil, fuel filters, and battery.
- Check all carpentering works. (Maintain and check all classroom door locks, bathroom door locks, lab tables, office tables and all doors etc)
- Check all building painting works inner and outer painting works
- Check all fire extinguishers refilling.

IQAC

SANKARA COLLEGE OF SCIENCE & COMMERCE SARAVANAMPATTY COIMBATORE-641035

PRINCIPAL

PRINCIPAL
SANKARA COLLEGE OF SCIENCE & COMMERCE
SARAVANAMPATTY
COIMBATORE-641 035

PROCEDURES FOR CLEAN CAMPUS

DAILY ACTIVITY

- House Keeping Reporting time: 8:30 to 5:30
- The cleaning and the maintenance of the classrooms and laboratories are done by the non-teaching staff as per cleaning schedule which is monitored by the House Keeping Supervisor
- The concerned sweepers and scavengers completed their daily assigned task and get signature from concern department staff in a provided note book.
- The supervisor should inspect the cleanliness of the building both inside and outside.
- The Restroom should be cleaned thrice a day.
- Every month sanitary items will be purchased with the approval of the Management.

OVERALL MAINTENANCE

- The rest rooms should be completely sanitized weekly
- If any damage in the restroom is found out, it should be registered in the complaint register.
- The Administrative Officer assigns work for the supervisor during any special occasions.

CLASSROOM MAINTENANCE

- The classrooms and furniture with teaching aids are maintained by the house keeping staff and supervised by the house keeping supervisor.
- Daily cleaning and monthly spring cleaning process are periodically completed and reported to the Administrative Officer.

IQAC

PRINCIPAL

PRINCIPAL
SANKARA COLLEGE OF SCIENCE & COMMERCE
SARAVANAMPATTY
COIMBATORE-641 035

Sankara College of Science and Commerce

PROCEDURES FOR HOSTEL AND MESS MAINTENANCE

- Attendance of students will be taken daily by the hostel deputy warden.
- Hostel Deputy Warden should immediately inform higher official if any disciplinary issues found.

Hostel Deputy Warden should maintain following register

- Students Attendance Register
- Complaint Register
- Students gate pass Register

DAILY ACTIVITY

- The mess in charge takes control of mess workers and stores.
- Supervises all the activities inside the mess and report to AO every day.
- The mess worker prepares food and involves in serving, and cleaning.

MONTHLY CHECK UP ACTIVITIES

The following things should be checked and cleaned every month.

- Gas line
- Steam line
- Boiler
- Chimney and stove
- Grinder, Gas Stove, Refrigerator etc..

If any damage or replacement is needed, it should register in the maintenance complaint note.

The Mess in charge should maintain following register.

- Grocery Purchase Order Register.
- Vendors Bill Entry Register.

- Vegetable Indent.
- Daily Groceries Issue and receipt Register
- Bill book
- Daily Wastage Note
- Toilet Cleaning note
- Milk Receipt Record
- Labor Attendance Register
- Students Attendance for food preparation purpose

Every Year FSSI certificate should be renewed.

IQAC

PRINCIPAL

PRINCIPAL
SANKARA COLLEGE OF SCIENCE & COMMERCE
SARAVANAMPATTY
COIMBATORE-641035

Sankara College of Science and Commerce

PROCEDURES FOR
SECURITY GUARDS

SECURITY RESPONSIBILITY

- Security Officer will be the in charge of security guards.
- Duty time: 8:00 am to 8:00 pm. They should report 15 min before the actual timings with proper uniform.
- Security officer should maintain following register and he will be responsible for security of the college.

1. Staff movement register
2. Visitors Register
3. Bus IN- OUT Register
4. Garden Attendance Register
5. Students Day scholar movement Register
6. Hostel Outing Register
7. Boys and Girls Home Register
8. Bill inward Register
9. College Key Note
10. Security Attendance

IQAC

SANKARA COLLEGE OF SCIENCE & COMMERCE SARAVANAMPATTY COIMBATORE-641035

PRINCIPAL

PRINCIPAL
SANKARA COLLEGE OF SCIENCE & COMMERCE
SARAVANAMPATTY
COIMBATORE-641035

Sankara College of Science and Commerce

PROCEDURES FOR
COLLEGE TRANSPORTATION MAINTENANCE

DAILY ACTIVITY

- Bus should always be tidy and neat.
- Bus documents should be available in bus dashboard.
- Log book should be submitted to Administrative Officer every day morning.
- Mechanical repairs should be informed to Administrative Officer immediately.
- Heavy traffic, repairs, unavoidable situations while driving to college should be informed to Administrative Officer immediately.

WEEKLY ACTIVITY

- The mechanical issues, air capacity in tyres and wheel grease of the bus should be checked thoroughly.
- If any damages found it should be informed to AO for further necessary arrangements to be done with the approval from the Management.
- There will be a student and teacher representative in every bus to maintain discipline in the bus. If the problem cannot be solved, it should be informed to higher officials

YEARLY ACTIVITY

- The insurance should be renewed.
- Fitness certificate and road tax should be received from RTO office with the approval from the management.

IQAC

SANKARA COLLEGE OF SCIENCE & COMMERCE SARAVANAMPATTY COIMBATORE-641035

PRINCIPAL

PRINCIPAL
SANKARA COLLEGE OF SCIENCE & COMMERCE
SARAVANAMPATTY
COIMBATORE-641 035