

Maintenance Policy and Procedure Manual

Maintenance plays such an important role in ensuring an institution's effectiveness. A campus-wide maintenance and utilization system ensures effective use of the existing facilities, such as classrooms, computers, and laboratories. Maintaining the physical facilities is the responsibility of the Maintenance Team, made up of talented faculty to provide supervision and lab technicians to provide maintenance from the Departments of Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Science and Engineering. As part of their responsibilities, the maintenance team is responsible for ensuring continuous power supply, maintaining equipment such as general lighting, the power distribution system, solar panels, and water pumps.

The request of maintenance is initiated by the lab technicians to the HOD. The nature of maintenance is observed by HOD and the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers.

If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the Principal with the recommendations of the respective HOD.

Cleaning of vehicles, air filing, small repairs, painting and stickering are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages.

All maintenance works are executed with the knowledge and approval of the higher officials.

Civil Maintenance

The cost of regular maintenance is much smaller than the cost of a major malfunction caused by improper maintenance. In order to ensure maximum efficiency at all times, regular maintenance is essential.

- Provide a clean and healthy campus.
- Repair of frequently damaged items such as window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms, etc.
- Upkeep of internal roads.
- Overhead and underground water supply and maintenance
- All buildings are painted periodically

Machinery Maintenance

The standard procedure followed for service and maintenance of equipment/machinery is as follows

- If the equipment or machinery needs to be repaired during the warranty term, the supplier will be notified, and the repair will be done either in-house or on the provider's facilities, depending on the severity of the fault.
- If the equipment/machinery requires service after the warranty period, the technical team assigned to the respective laboratories provides service to the maximum possible.
- If not, find out outside of the organization repairs the equipment and, if necessary, contact the equipment's provider.
- If no extra parts are required for equipment maintenance, the equipment is repaired instantly.

- If spares are required, a proposal is forwarded to the principal via the concern HOD.
- The equipment will be repaired by the individual concerned after the items have been purchased.
- Through proper channels, the reimbursement bill (cost of maintenance) would be issued to the accounting department.

Laboratory Maintenance

Every day, a lab assistants inspects the operating condition of the equipment, and also they clean the equipment and work tables.

The college's housekeeping department cleans the floors on a daily basis, and the housekeeping department mops the floors of the labs once a week.

- Equipment upkeep and maintenance, as well as repair, are critical for the correct operation of any engineering laboratory. The procedure is followed as soon as the complaint is received with details (such as the Guarantee Period).
- If the equipment/machinery has to be serviced during the warranty term, the supplier will be notified, and the repair will be done either in-house or on the supplier's facilities, depending on the severity of the fault. If the equipment/machinery requires service after the warranty period, the technical team assigned to the respective laboratories provides service to the degree practicable. If the institution's technicians are unable to repair it, it is repaired by someone from outside the organization. If no extra parts are necessary for equipment maintenance, the equipment is repaired right away.

- If spares are required, the concerned HOD can utilize the impress amount to buy it.
- Following the acquisition of the items, the equipment will be repaired by the appropriate person. The remuneration bill (maintenance cost) will be forwarded to the accounts department via the appropriate channels.

Maintenance of Computer Facilities

The computers, printers, and servers are maintained by members of the Computer Science department and the Maintenance Team. The annual maintenance, which includes software installation, antivirus, and upgrades, is performed by a team of technicians under the supervision of the system administrator. Electronic devices such as projectors, smart boards, laptops, printers, and photocopiers are maintained and reused to reduce waste. The college's system administration manages intercom lines, CCTV, and Wi-Fi.

Book Procurement and Stocking at The Central Library

Library committee has periodic meeting to review the below processes

- The order list will be prepared based on staff and student recommendations.
- The list will be sent to the Principal for approval, along with any required modifications. Following approval, the item is forwarded to the Library for purchase.
- The books are obtained from the source by the librarian. A librarian will conduct an inspection to ensure that the amount, title, author, and other

details on the invoice are correct.

- The librarian enters the volumes received in the Accession Register.
- After completing the entry in the accession record, the necessary details are added to the library software.
- If any books are found to be missing by students or faculty, the cost of replacement will be charged.

Sports

The sports committee meets on a regular basis to review budget proposals, as well as the organization of intramural and intercollegiate competitions throughout the academic year. The order is placed when the appropriate authority has given its permission.

Students are given sports-related materials by keeping an issue/return register that shows the goods' utility and demand as well as the students' interests.

As a result, it makes it easier to make proposals for the coming academic years. Students who are selected for college teams in various competitions are given uniforms to wear while competing. Equipment for various physical activities

Sports and activities are updated on a regular basis. The sports equipment is kept in

a clean environment and regular monitoring in an efficient method. This includes all the sports facilities like Gym, Cricket ground, Tennis, Basketball courts etc.,

Stock Maintenance

The following procedures are followed for stock maintenance:

1. The requirements are collected from the concerned Heads of the department.
2. The order will be placed to the concerned company.
3. The materials / equipments are received from the company
4. The received materials/equipments are distributed to the concerned Heads of the department.
5. The stock register is followed by the lab technicians and maintenance team head.
6. The stock verification is carried out and inspected by the Heads of the department.
7. The proper functioning of equipments in all laboratories is ensured in every semester by the lab technicians.
8. The breakage or repair if any, is reported to the Heads of the department
9. The stock maintenance report is submitted to the Heads of the department for further follow up.



Principal

Principal,

MOUNT ZION COLLEGE OF ENGG. TECH.,
Lenavilakku, Pilivalam (Po),
Thirumayam (Tk), Pudukkottai - 622 507