

MAINTENANCE POLICY



MOUNT ZION COLLEGE OF ENGINEERING AND TECHNOLOGY

Lena Vilakku, Pudukkottai Dt. - 622507, Tamil Nadu.

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Vision & Mission

Vision

- To be the preferred choice of students who aspire to become Engineers of the highest calibre.

Mission

- Provide world-class physical and digital infrastructure and learning environment.
- Develop the competencies of students to make them job-ready and entrepreneurs.
- Facilitate mental, physical, emotional and spiritual development of students and ensure their holistic development.
- Preserve the environment through the implementation of eco-friendly and sustainable practices.
- Serve the community through skill development and other need-based services.
- Establish sustainable partnerships with industries and R&D laboratories for mutual benefit.

1.INTRODUCTION

Maintenance and operation are for all emergency prevention, response and maintenance activities in repairing all fixed building systems, utility systems, exterior envelopes, structures, selected interior spaces, classroom spaces and well-managed furniture.

In addition to mechanical building maintenance, interior and exterior space maintenance are included. Works pertaining to the regular waste and recyclable removal, pest control and climate-related cleanup are executed regularly. Management and operations include planning and scheduling, grounds operations, and utility operations, which work together under the maintenance infrastructure.

2.OBJECTIVES

The objectives of the maintenance policy are as follows:

To identify the causes of deterioration so that appropriate repair methods can be specified.

- To assess the extent of repair works, prepare budget estimate, plan the implementation priorities and execute the required repair and maintenance work.
- To maintain the units, equipments in good and safe conditions, and to ensure that the machineries and equipments are in a safe and functional condition that fulfils their intended function and longevity.
- To conduct periodical inspections, regular maintenance and to take preventive measures for the smooth functioning. To detect the cause of deterioration so that appropriate repair methods could be identified.
- To assess the magnitude of work, prepare the details of financial involvement for carrying out the work and plan for execution on priority basis.

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- To maintain units in good, safe and sanitary conditions, including equipment and its related parts in a safe and functional condition enabling its normal functioning with durability.
 - To conduct periodical inspections, maintenance so that major repairs could be avoided. Further, carrying out periodical repair and replacement of parts etc. will ensure the structural integrity and proper operation of all lab equipment in a satisfactory manner.
 - To undertake regular computer-related repairs, Periodical service of drinking water coolers, power backup systems, fire extinguishers and pest control for the building.

3.DESCRPTION OF POLICY

Maintenance plays an important role in ensuring effective functioning of an institution. A campus-wide maintenance and utilization system ensure effective use of the existing facilities, such as classrooms, computers, and laboratories. Maintaining the physical facilities is the responsibility of the Maintenance Team, which is comprising with talented Faculty to exercise supervision. The Lab technicians from the Departments of Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Science and Engineering are supposed to execute maintenance work regularly. As part of their responsibilities, the Maintenance Team ensures continuous power supply and maintains equipment such as general lighting, the power distribution system, solar panels, and water pumps functional at all times.

The Lab Technicians furnish the details for carrying out maintenance work to the HOD. The HODs concerned in turn, identify the nature of maintenance by inspecting physically the machineries /equipments and the Maintenance team will attend, detect the fault and rectify it. If it is not possible for the Maintenance Team to carry out the repairs, it will recommend for external services from suppliers or other service providers.

If the service of the equipments and machineries does not come under a guarantee/warranty/free service period, quotations will be received from the supplier and two other companies. A comparative statement will be prepared and submitted to the Principal with the recommendations of the respective HOD for getting approval and to execute the repair work. Water washing and cleaning of vehicles (both interior and exterior), air filling, minor repairs, painting and stickering works are undertaken by the Transport Department inside the college. For any other important repairs, the vehicles are sent to external automobile garages to carry out the work. All maintenance works are executed with the concurrence of the higher officials of this Institution.

3.1 Civil Maintenance

The cost of regular maintenance is much smaller than that of a significant malfunction caused by improper maintenance. To ensure maximum efficiency at all times, regular civil maintenance is essential.

- Providing a clean and healthy campus.
- Carrying out repair/replacement of particular items which are frequently damaged, such as window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms, electrical fittings, etc.
- Upkeep of internal roads/pathways.
- Maintenance of overhead and underground water supply systems.
- Periodical whitewashing and colour washing of the building.

3.2 Machinery Maintenance

The standard procedure for the service and maintenance of equipment/machinery is as follows:-

- In case the equipment or machinery needs to be repaired during the warranty period, the supplier is addressed and the repairs are carried out either in-house or on the provider's facilities, depending on the severity of the fault/defects.
- If the equipment/machinery requires service after the warranty period, the Technical team of respective laboratories will get the defects rectified to the maximum possible level.
- If it is not possible for the Tech-Team, suitable private service provider is identified and get the work done. If necessary, the actual supplier of the equipment may be contacted in the case of complications in completing the repair works.
- The Maintenance Team of this Institution will ensure that the repairs which are manageable by them are rectified if no extra parts are required.
- In case any spares are required, necessary proposals are submitted by the HOD of the respective Department to the Principal for approval and order for purchase of the spares etc. After obtaining proper approval, the equipment will be purchased and repaired by the person responsible.
- The reimbursement bill (cost of maintenance) would be forwarded to the accounts department for getting financial sanction after getting approval from the authorities concerned.

3.3 Laboratory Maintenance

Every day, Lab assistant incharge inspects the working condition of the equipment's and keep the equipment and work tables near and clean. The housekeeping department of the college, cleans the floors daily and mops the floors of the labs once in a week.

Proper upkeep of the Equipments, periodical maintenance and repairs are very essential for the regular functioning of any engineering laboratory. If the service of the equipment is required within the warranty period, the supplier of the equipment is responsible to rectify the defects. In case, the services/repairs are needed beyond the warranty period, the Maintenance Team of this Institution will try to solve the problems. If it is not able to get the defects rectified, three quotations from the reputed service Centres including the original supplier will be called for and decided to issue work order by the company chosen by the authority. If spares are required, the concerned HOD can utilize the imprest amount to purchase the required item.

After purchase of the items, the equipment will be repaired by the appropriate person. The Vouchers /details etc. will be forwarded to the accounts department through proper channel.

3.4 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, anti-virus, 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 minimize the wastage. The College system administration manages intercom lines, CCTV, and Wi-Fi.

3.5 Book Procurement and Stocking at the Central Library

The Library committee has a periodical meeting to review the activities noted hereunder:-

- The list of Books to be purchased is prepared based on staff and student recommendations/suggestions.

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- The list will be submitted to the Principal for approval. After scrutinizing the requirement details, the Principal will approve for purchase by the Library after satisfying himself with the necessity of the Books/journals etc.
 - The books supplied by the Bookseller is received by the Librarian. The Librarian will thoroughly verify to ensure that the invoice amount, title, Author and other details are correlated with the list of items ordered.
 - The Librarian will make proper entries of the Books received in the Accession Register and to enter in the Library Software.

3.6 Sports

The Sports Committee meets regularly to review budget proposals and the organization of intramural and intercollegiate competitions throughout the academic year. The order for sports items is placed after obtaining the necessary approval from the appropriate authority.

Students are supplied with sports-related materials by maintaining an Issue/Return Register that shows the utility and demand by the student's evincing interest on sports activities. The above procedure make it easier to send proposals for the coming academic years. Students selected for college teams in various competitions are given uniforms while taking part in the tournaments etc. Updated sports equipments for various physical and Sports activities are indented and kept for use regularly. The sports articles/equipment are well maintained and regular monitoring is exercised. All the sports facilities like Gym, Cricket ground, Tennis, Basketball courts etc. are being utilized by them in a fitting manner.

3.7 Stock Maintenance

The procedures for stock maintenance is as follows:

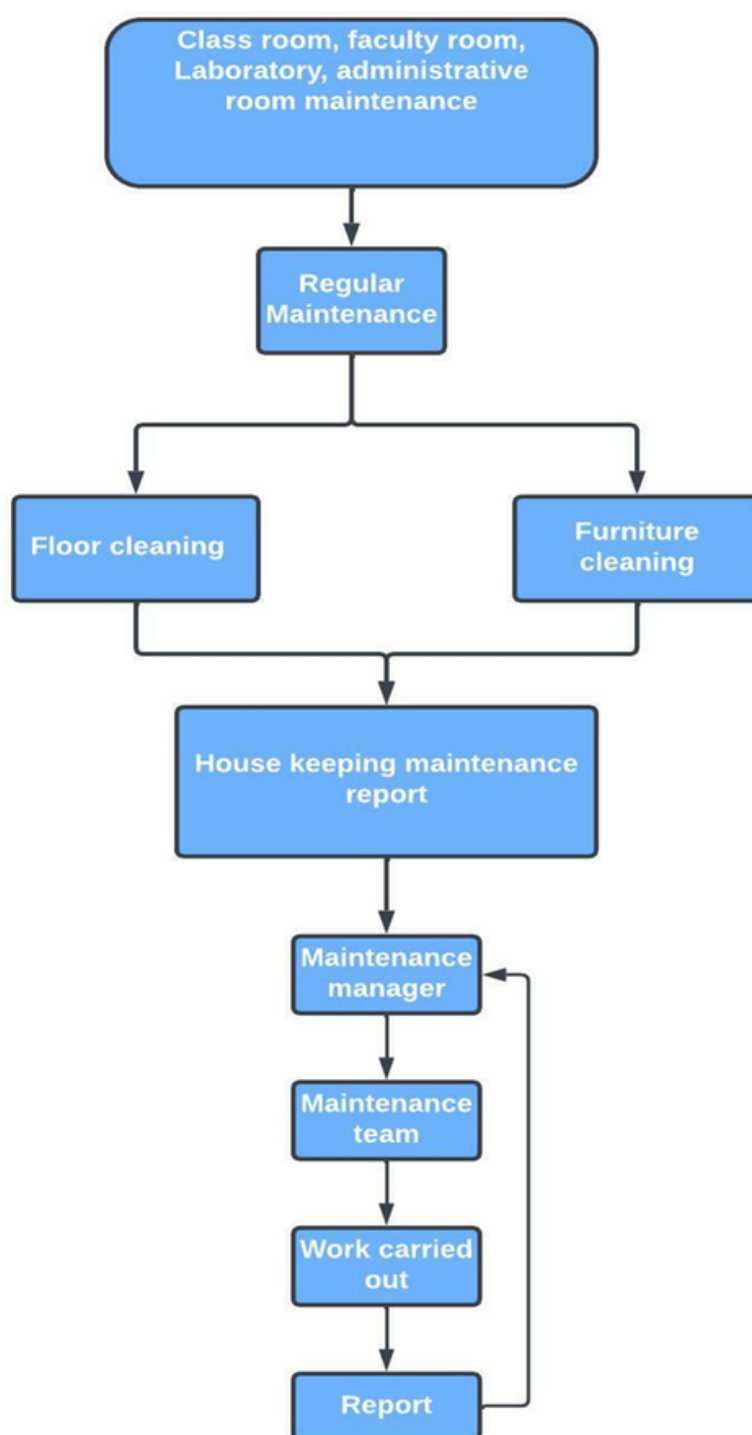
- The requirements are collected from the concerned Heads of the department.
- The order for supply is placed with the concerned company.
- The materials/equipment are received from the company.
- The received materials/equipment is distributed to the concerned Heads of the department.
- Stock Register is maintained by the Lab technicians and Maintenance team Head verifying the stock register regularly.
- Periodical stock verification is conducted and inspected by the Heads of the department.
- The lab technicians ensure the proper functioning of equipment in all laboratories every semester.
- The breakage or repair, if any, is reported to the Heads of the department for necessary action/replacement.
- The stock maintenance register is produced before the Heads of the department for further follow-up.

4.PERSON RESPONSIBLE

Maintenance Manager

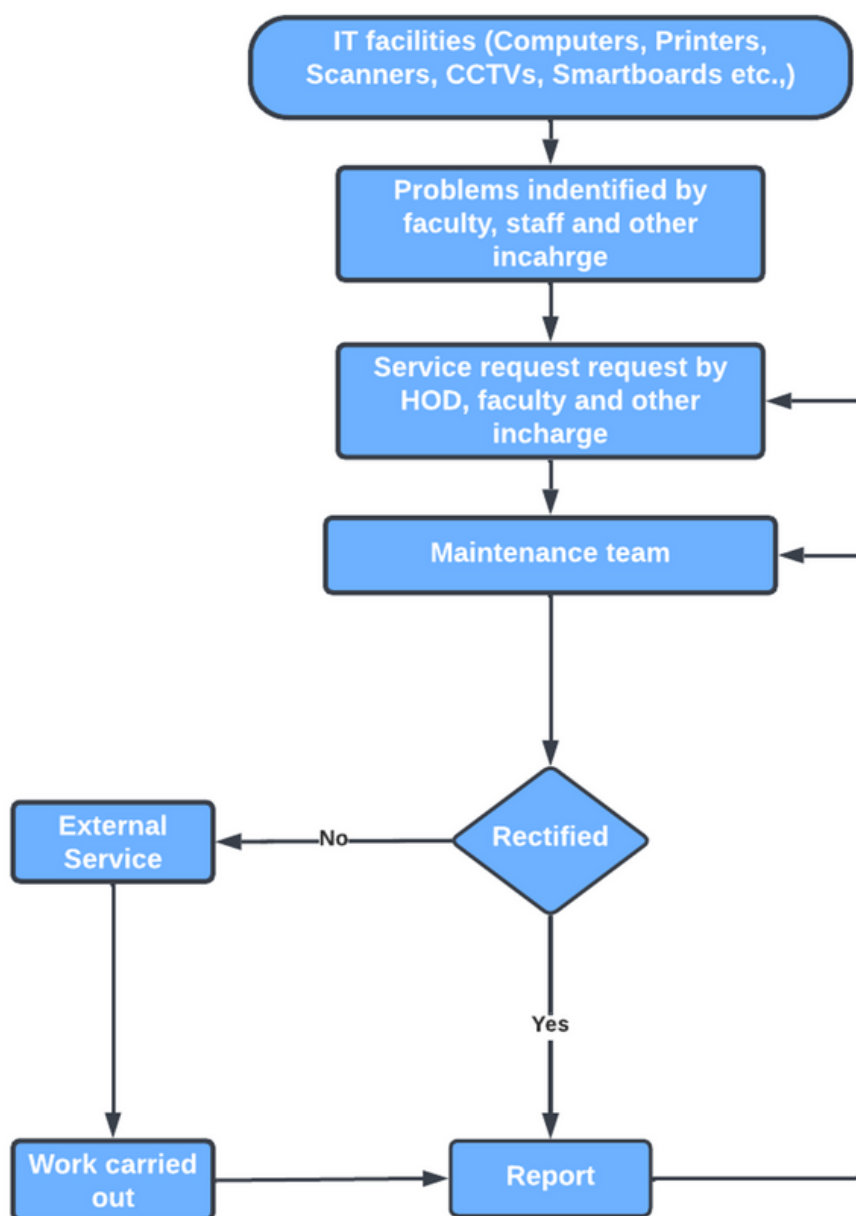
Mount Zion College of Engineering and Technology

Maintenance of Academic Facilities



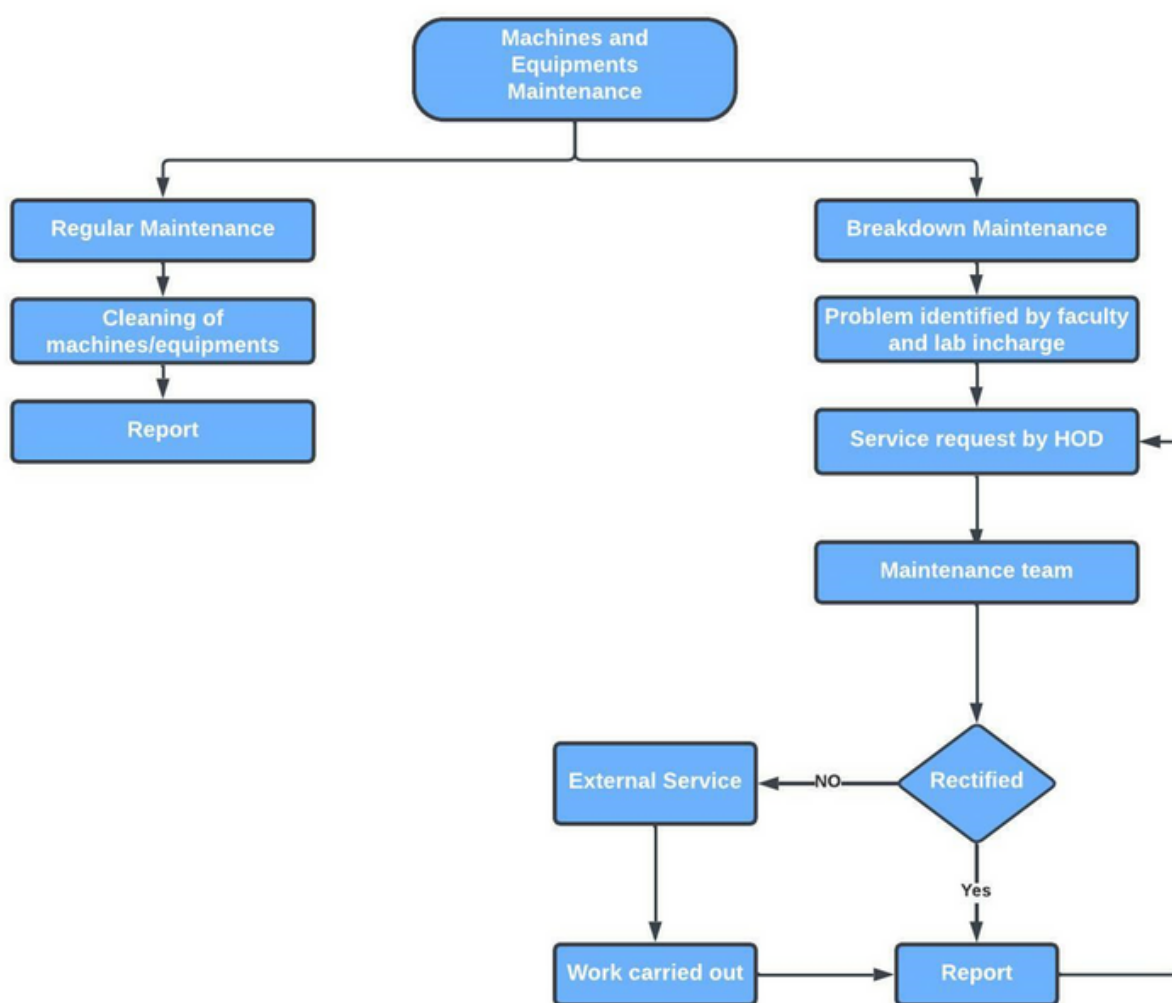
Flowchart of academic maintenance

Maintenance of IT Facilities



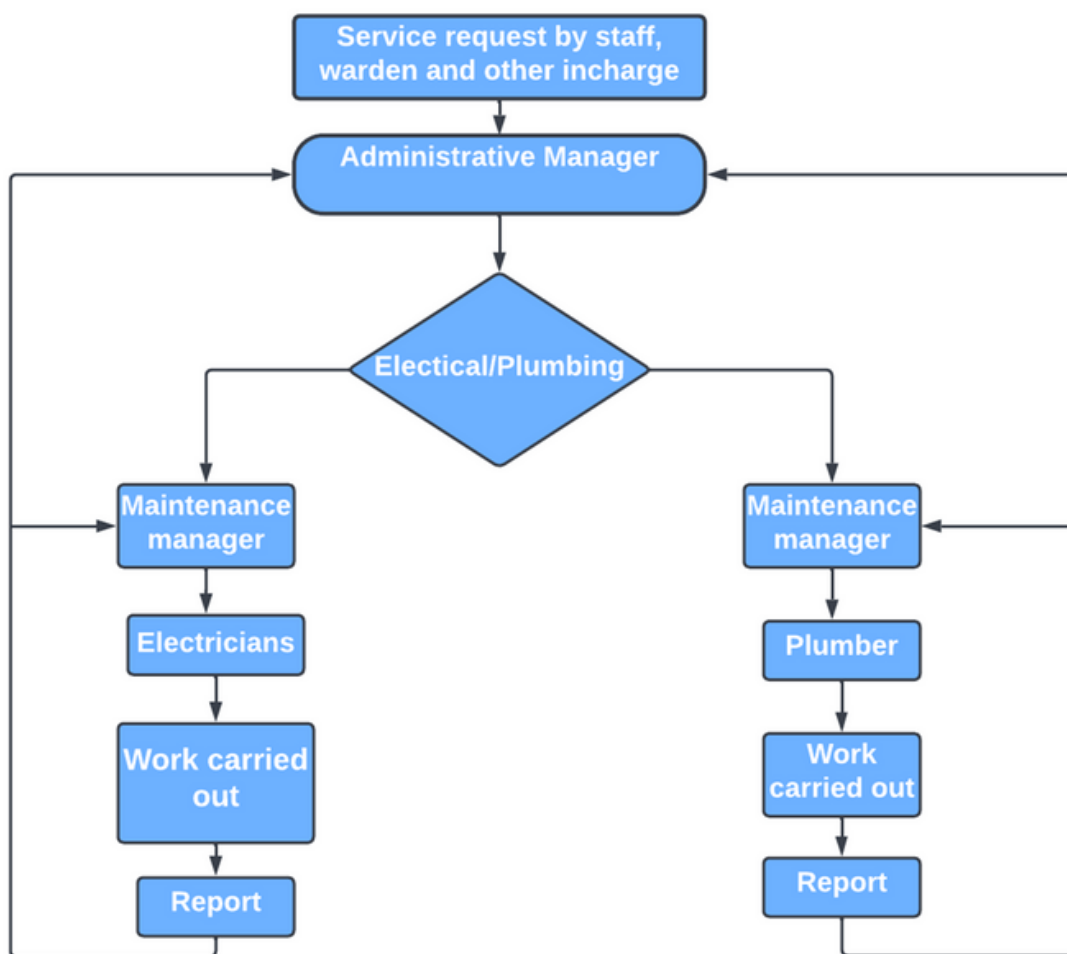
Flowchart for IT facilities maintenance

Maintenance of Laboratory Machines and Equipment's



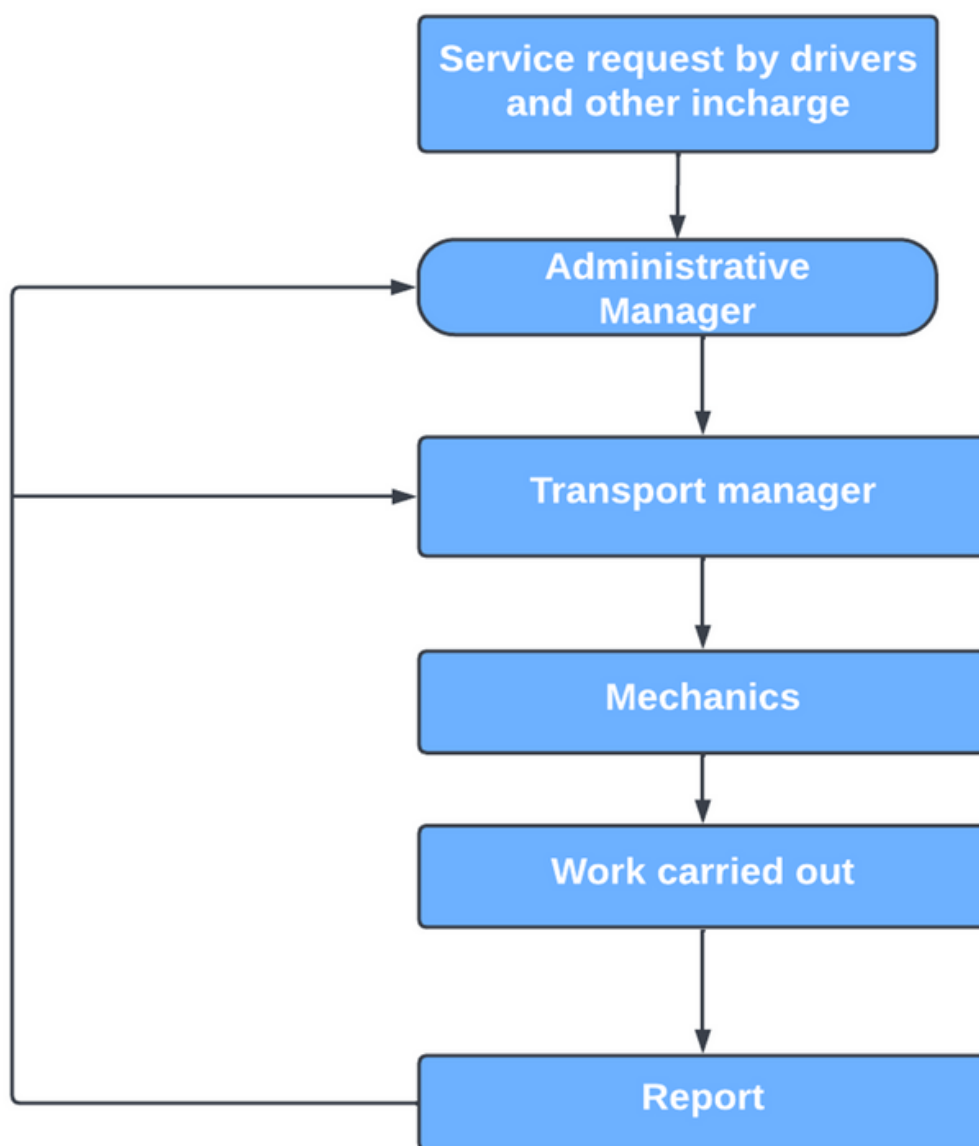
Flowchart of laboratory machines and equipment's maintenance

Campus Maintenance of Electrical/ Plumbing Work



Flowchart for campus maintenance of electrical and plumbing work

Maintenance of Transport Work



Flowchart for maintenance of transport work



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