



T.J.S ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.
Accredited by NAAC / ISO 9001:2015 Certified Institution
TJS Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk, Thiruvallur District -601206



MAINTENANCE POLICY

2018-19

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MAINTENANCE POLICY

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1. PURPOSE

T.J.S Engineering college makes a periodic maintenance of all the equipments and gives a maximum output. The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc. Our policy provides the procedure of keeping the infrastructure of the institution in a very good condition. In T.J.S Engineering college Maintenance policy refers to the process of keeping the infrastructure in the institution in working condition to give best output.

2. SCOPE

Physical infrastructure like buildings, computers, electrical equipment, computers, printers, lab equipment, classrooms, seminar halls, auditorium, ground, sports complex, and road in good condition within the scope of the policy.

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3. POLICY STATEMENT

Laboratories:

The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.

- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

Classroom:

The Central Maintenance team is in charge of classroom maintenance. The rooms are cleaned twice a day after every shift. Repair and maintenance of assets are undertaken on need basis.

Sports facilities:

The sports facilities are maintained under the supervision of the Physical Director. They are assisted by a support staff assigned to the Physical Education department. The field used for track and field events is regularly mowed and maintained for regular practice and conduct of interdepartmental and intercollegiate competitions.

Electrical Systems:

- Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Stock Book. The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS are installed in each department to ensure uninterrupted power supply for all computers.
- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.

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Infrastructure:

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.
- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.

Computer and ICT Facilities:

All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.

4. OTHER FACILITIES

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the laboratory.
 - One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners.
 - The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.
 - The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of food committee.

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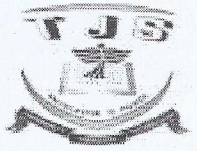
Details of Maintenance Staff



S.NO	NAME	DESIGNATION
1.	E.Sasi Kumar	Supervisor
2.	M.Shankar	Civil Supervisor
3.	D.L.Jaya Prakash	Canteen Supervisor
4.	M.Devaraj	Electrician
5.	M.Gopi	Gardener
6.	N.Hari	Security Officer
7.	K.Hemachangili	OA
8.	S.Deepa	OA

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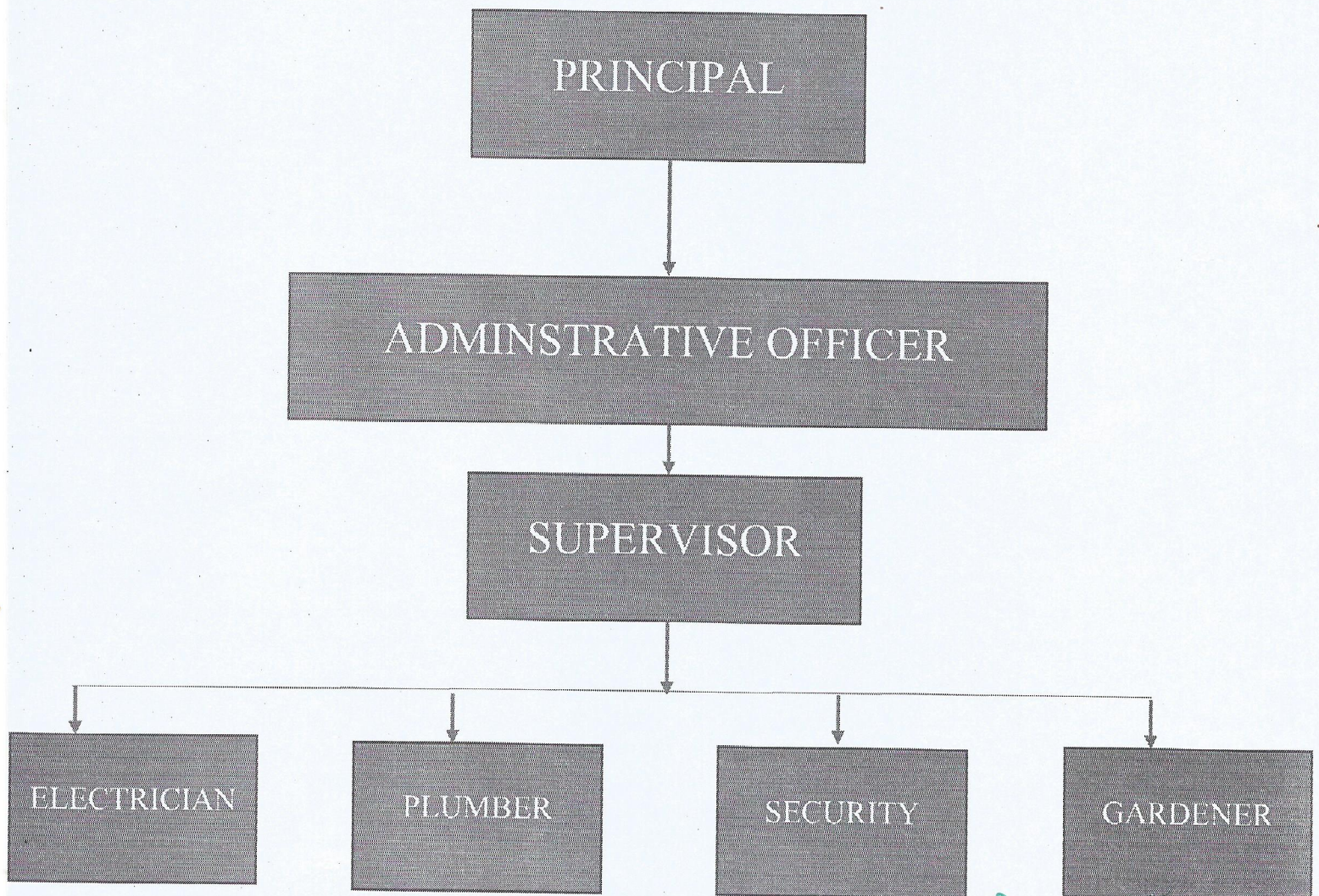
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CAMPUS MAINTENANCE:

The campus maintenance is handled by the Supervisor. He is in charge of four divisions as Electrician, Plumber, Security carpenter and Gardening. Each division is handled by a supervisor and is employed by respective skill workers.



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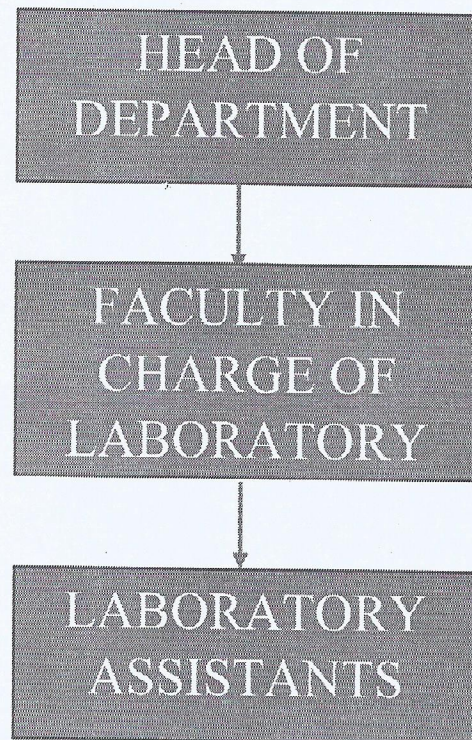
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LABORATORY EQUIPMENT:

The equipment and machineries in the laboratory are maintained by the lab In-charge with the advice of HOD through proper process. The flow of this process is as follows.



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