

An exclusive maintenance department takes care of routine cleaning, maintenance of buildings, electrical items, equipment and furniture, etc. Minor repairs are carried out through in-house staff and major repairs are done through outsourcing. Besides, Annual Maintenance Contracts are also executed to maintain the facilities and equipment wherever required. The major steps are taken for location, upkeep and maintenance of all facilities provided inside the campus.

### **Maintenance of Physical Facilities**

1. IQAC infrastructure coordinator ensures the quality maintenance of physical facilities through ISO internal audit.
2. All the buildings are constructed with RCC and are insured in case of accidents due to fire and other calamities. Lightning arrestors are also installed.
3. The classrooms, tutorial rooms, smart classrooms, laboratories, seminar halls and restrooms are cleaned on a daily basis by the maintenance department.
4. Students can register their complaints in a class committee meeting on housekeeping of physical facilities provided to them for usage. Remedial steps will be taken when required.
5. Sick rooms for girls and boys are maintained by hostel wardens.
6. Training Placement department has interview panel rooms and group discussions hall with the air-conditioning facility and is maintained properly on a regular basis.

### **Maintenance of Academic Facilities**

1. The laboratory staff and lab technician keeps a strict vigil regarding the maintenance and upkeep of the scientific instruments and chemicals. The repair, replacement or another required upkeep is fully undertaken by their supervision. Breakage of instruments and devices is reported to the higher authority regularly.
2. Equipments are stored in proper safe places. The stock verification is held every semester and maintenance requisitions are invited from lab in-charges through proper channels.
3. The calibration of equipments is performed periodically.

4. The electrician and the supporting staff are assigned responsibility for the upkeep of electrical equipment and their maintenance. Voltage stabilizers and transformers are available to control voltage fluctuations.
5. Maintenance activities are performed to keep the library clean. Preserving books from insects, dusting and shelving of reading materials are promptly carried out on a regular basis by the maintenance staff.

### **Maintenance of Support Facilities**

1. Internet connectivity and CCTV security systems are maintained through the system administration team.
2. The institution has an uninterrupted supply of electricity. Load shedding and power cuts are facilitated with the generator on the college premises.
3. Water is filled-in earth pits outside the generator room and EB yard inside once in a month. Earth connections in all electrical equipment are checked once in two months.
4. All the power supply of the equipment has been provided as per Tamil Nadu Govt. Electrical Safety inspection rules. MCBs are used at all electrical installations. The Electricity Generator Room is situated away from the academic and administrative areas.
5. A fire extinguisher is kept in all the labs and prominent places (students, faculties and visitors area) for effective safety purposes.