

**E.G.S. PILLAY ENGINEERING COLLEGE
(AUTONOMOUS)**

NAGAPATTINAM – 611 002. TAMILNADU, INDIA



INSTITUTIONAL POLICY

Maintenance Policy Manual




Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. PILLAY ENGINEERING COLLEGE
NAGAPATTINAM - 611 002.

Maintenance Policy Document

The Maintenance Policy document is prepared to make all faculty members working at E.G.S.Pillay Engineering College aware of procedure and guidelines of the institute in the maintenance of various infrastructures. It is expected that faculty members strictly adhere to the procedure and guidelines spelled out in this document. The management reserves the right to change / modify the policy as and when necessary and apply their discretion in specific cases.




Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. PILLAY ENGINEERING COLLEGE
NAGAPATTINAM - 611 002.

CONTENTS

S.No	Particulars	Page No
I	Vision and Mission of the Institution	2
II	Objective of the Policy	3
III	Maintenance Policy	3
IV	Maintenance Committee	6




Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. PILLAY ENGINEERING COLLEGE
NAGAPATTINAM - 611 002.

**E.G.S. PILLAY ENGINEERING COLLEGE
(AUTONOMOUS)**

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

I. VISION AND MISSION OF THE INSTITUTION

Vision :

Envisioned to transform our institution into a "Global Centre of Academic Excellence"

Mission :

1. To provide world class education to the students and to bring out their inherent talents
2. To establish state-of- the-art facilities and resources required to achieve excellence in teaching -learning and supplementary processes
3. To recruit competent faculty and staff and to provide opportunity to upgrade their knowledge and skills
4. To have regular interaction with the Industries in the area of R&D and offer consultancy, training and testing services
5. To establish centers of excellence in the emerging areas of research
6. To offer continuing education and non-formal vocational education programmes that are beneficial to the society




Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. PILLAY ENGINEERING COLLEGE
NAGAPATTINAM - 611 002.

**E.G.S. PILLAY ENGINEERING COLLEGE
(AUTONOMOUS)**

NAGAPATTINAM – 611 002. TAMILNADU, INDIA

II. OBJECTIVE

- To ensure the proper the maintenance of the various infrastructures of E.G.S.Pillay Engineering College, (EGSPEEC).

III. MAINTENANCE POLICY

- The College has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.
- The maintenance committee is efficiently organizes the workforce for maintain physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc., in periodical manner. The maintenance team of the college conducts periodic check to ensure the efficiency/ working condition of the infrastructure.
- Adequate in – house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staff rooms, Seminar halls and Laboratories, indoor stadium etc., are cleaned and maintained regularly by Non teaching staff assigned for blocks / buildings. Wash room and rest rooms are well maintained. Dustbins are placed in every floor.



The Green Cover of the campus is well maintained by a full time supervisor.

- Optimum working condition of all properties / equipment on the campus is ensured through annual maintenance work (AMW). The AMW purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water purifiers. The College has trained in-house electricians and plumbers.
- Lab assistants / Technicians under the supervision of the System Administrator maintain the efficiency of the college computers and accessories.
- Parking facility is well organized. It is efficiently maintained by the College Maintenance Committee.
- The Campus Maintenance is monitored through Surveillance Cameras.
- Every department maintains a stock register for the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The Civil and electrical work is adequately monitored and maintained by the concerned authorities.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the respective committee. The requirements are collectively processed in every semester break or then and there so as to keep things ready for the new semester.
- Pest Control of library books and records is done every semester by the library maintenance team.



- Civil Head and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.
- The Supporting staff is also trained in maintenance of science and computer equipment.
- Besides, the respective block in-charges are requested to report about the progress of the workers look after the maintenance of rest room, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored.



Dr. S. RAMABALAN, M.E., Ph.D.,
PRINCIPAL
E.G.S. PILLAY ENGINEERING COLLEGE
NAGAPATTINAM - 611 002.



IV. INFRASTRUCTURE MAINTENANCE COMMITTEE

S.NO	FACULTY NAME	DESIGNATION	RESPONSIBILITY
1.	Dr.S.RAMABALAN	PRINCIPAL	CHAIR PERSON
2.	Dr.T.GANESAN	HOD/CSE	SYSTEM ADMIN AND COMPUTER COMPLAINT MAINTENANCE COORDINATOR
3.	Dr.S.PONSADAI LAKSHMI	PROF/CHEM	WATER / HYGIENCE MAINTENANCE
4.	Dr.T.SURESH PADMANABHAN	HOD/EEE	ELECTRICAL AND UPS MAINTENANCE
5.	Dr.S.SIVAKUMAR	PROF/CIVIL	CIVIL MAINTENANCE
6.	Dr.B.SHANMUGHAM	LIBRARIAN	LIBRARY COORDINATOR
7.	Mr.J.JIM HAWKINSON	ASST PROF /BME	HOSTEL MAINTENANCE
8.	Mr.V.NARASIMAN	GENERAL STORE INCHARGE	CANTEEN MAINTENANCE COORDINATOR
9.	Mr.D.VELAVAN	PHYSICAL DIRECTOR	SPORTS MAINTENANCE
10.	Mr.N.VIJAY	CIVIL ENGINEER	ESTATE OFFICER

