

ACADEMIC AND PHYSICAL MAINTENANCE POLICY

The Institution follows an established policy of systems and procedures for maintaining **Academic Support facilities** as Laboratories, Library, Sports complex and **Physical Support facilities** as Class rooms, Campus cleanliness, Hygiene, Transport, Electrical repairs, Furniture Maintenance, Painting and White Washing.

Academic Support Facilities Maintenance Policy

1. Institution's Annual Maintenance Contract System (AMC) maintains annual contract with Outside Agencies and Services,
 - a) to replace the damaged equipments in the laboratories with new ones.
 - b) to maintain Softwares in Computer Labs and Controller of Examination office.
 - c) to maintain Air-Conditioner facilities in Computer Labs.
 - d) to maintain UPS and Batteries.
 - e) to maintain CCTVs positioned for safety.
 - f) to maintain Xerox Machines and Gen-Set.
 - g) to maintain the proper functioning of RO water plant through technicians' service at regular intervals.
2. Institution follows Preventive Maintenance System & Breakdown Maintenance System to carry out the repairs in Chemistry, Physics and Bio-Technology Labs through technicians' (both Internal & External) service.

Library

1. to maintain Book Preservation and Binding of Textbooks through Binding Works Service.
2. to maintain Pest and Termite control for protection of books through Pest Control Service.

Sports Complex

1. to maintain Indoor and Outdoor games equipments, Courts, Play Ground, Gym, Yoga and Meditation centre through Sports Assistants, Markers and Sweepers.
2. to replace damaged sports materials with new ones.

Physical Support Facilities Maintenance Policy

1. Institutions' Estate Maintenance Department assigns Contracts to Outside Agencies to carry out electrical repairs, furniture maintenance, painting and white washing.
2. to carry out minor electrical repairs through in-house electricians and plumbers.

Campus Cleanliness and Hygiene

1. to maintain general cleanliness and hygiene through Sweepers and Scavengers.
2. to improve cleaning processes in Students' rest rooms by regular maintenance of water pressure machines.
3. to maintain personal hygiene by installing Napkin Vending Machines and Disposal Machines in Women Rest room.

Transport

To ensure safe and proper upkeep of Transport (24 Buses) through scheduled FC process.

Special features of the Academic and Physical Support Facilities Maintenance in the Institution

1. **Budget Allocation:** Allocates sufficient funds in the Annual Budget for Academic and Physical Maintenance activities based on priority needs and recommendations.
2. **Feedback Mechanism:** Maintains Feedback Mechanism for Teaching and Non-Teaching Faculty and Students to give reviews about maintenance efforts and make necessary suggestions.
3. **Centralized Complaint Register:** Available in the college office for Teaching & Non-Teaching Faculty and Students to record complaints about Support Facilities Maintenance. Office Superintendent is in-charge of taking necessary steps to ensure quick remedies.
4. **Benchmarking:** Receives Benchmarks from the nearby Peer Institutions to adopt innovative strategies for maintenance.


Signature of the Secretary
Secretary
SRI KALISWARI COLLEGE,
SIVAKASI




Signature of the Principal
Principal
SRI KALISWARI COLLEGE
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SIVAKASI - 626 130