

மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்  
**MANONMANIAM SUNDARANAR UNIVERSITY**  
(Accredited with 'A' Grade by NAAC)



# Infrastructure Maintenance Policy

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## ***1. Introduction***

The Manonmaniam Sundaranar University owns and operates an extensive infrastructure to fulfill the teaching, learning and research requirements. The University has an established system for maintenance and utilisation of computers, classrooms, equipment and laboratories in all the campuses. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

## ***2. Maintenance of Physical Facilities***

The physical facilities are maintained by the Construction and Maintenance (C&M) Section and Engineering Section which comprises the following staff members:

### **A. Construction & Maintenance Section:**

1. Superintendent	-	1
2. Junior Assistant	-	2
3. Field Assistant	-	1
4. Spl. Gr. Attender	-	1
5. Gardener	-	1 + 6
6. Watchman	-	1 + 3 (T)
7. Plumber	-	1 + 3
8. Electrician	-	3 (T)
9. Scavengers	-	7 + 12 (T)

### **B. Engineering Section**

1. Junior Drafting Officer	-	1
2. Technician Civil	-	1
3. NMR	-	2

The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by Plumber.

The complaints can be registered in the compliance book kept at Construction and Maintenance (C&M) Section.

The Director – Campus Development with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Transport facilities are monitored and maintained by the Public Relations Officer and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

### ***2.1. Maintenance of Classrooms, Furniture and Laboratories***

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attenders and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments forward a report to the Registrar periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also monitored to upkeep the furniture.

### ***2.2. Maintenance and Utilisation of Library and Library Resources***

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following instructions are provided:

- ❖ Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- ❖ Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- ❖ Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- ❖ Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.

- ❖ Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

### **2.3. Maintenance and Utilisation of Seminar Halls and Auditorium**

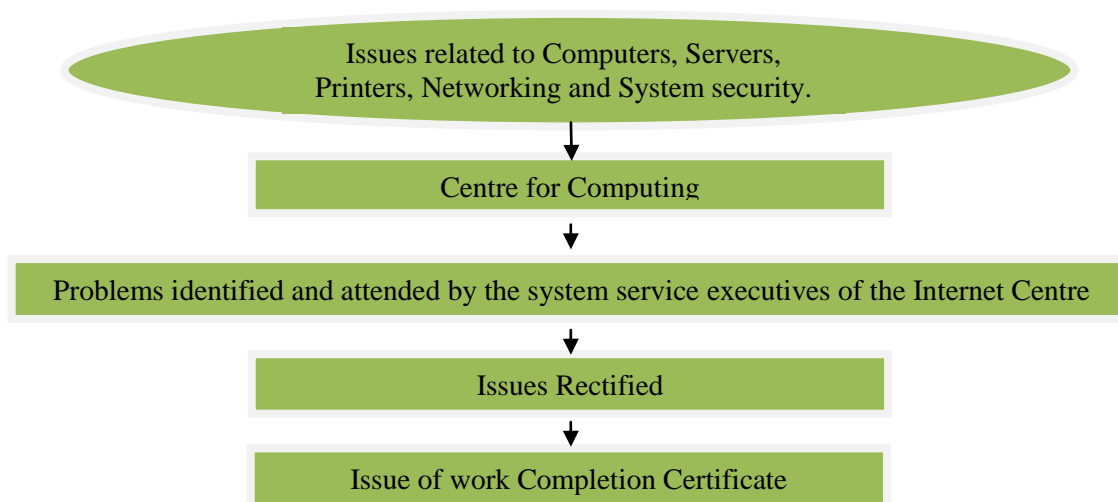
Seminar halls and auditorium are under the purview of the Construction and Maintenance (C&M) Section and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a requisition form, through HOD and the date of event is registered and the halls are accessed on priority basis.

### **3. Maintenance of ICT Facilities**

In main campus, an Internet Centre with 50 systems is available for the common purpose. The Internet Centre is maintained by Center for Computing with following staff members are available to maintain the ICT facilities including computers, websites and servers in the Campus.

1. Director, Center for Computing
2. System Programmer
3. Attender

The annual maintenance includes the required software installation, antivirus and software up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Also campus Wi-Fi is maintained by the centre.



*Figure:1 Maintenance of Computer and Accessories*

#### ***4. Maintenance of Lab Equipments***

The respective faculty members, staff, lab assistants and other service personnel are assigned responsibility to maintain the equipments under their purview. Stock registers, Goods Received Registers, log books, Bill Passing Register, tools and plant registers are maintained at the respective laboratories to report entries and defects are considered for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.

Standard operating procedures for all high end equipments are made available to the users. Users register their entries in the log books and they are responsible for the safe handling of the equipments. Breakages and repairs if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for proper functioning of the equipments. Breakage of glassware intended for use by students and scholars are entered in the breakage register and charges levied based on the cost of the equipment is beared the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded as per the procedure after getting the report and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

##### ***4.1. Maintenance and Utilization of Tissue Culture Labs and Animal House***

Animal house and plant tissue culture laboratories are maintained by the Department of Biochemistry, Biotechnology and Bioinformatics. The equipments of these labs, CO<sub>2</sub> incubators, water purifiers, phase contrast and fluorescence microscopes, laminar air flow chamber, liquid nitrogen cylinders for cryopreservation are maintained by the Lab technician of the Department to ensure sterility of the working condition under the supervision of the faculty.

#### ***5. Maintenance of Sports and Games Facility***

The sports equipments, fitness equipments, ground and various courts in the main campus are supervised and maintained by the HOD of Physical Education Department is responsible for the maintenance. Ground level maintenance is done annually during vacation period in addition to the seasonal maintenance done once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by

the Physical Education department and Construction and Maintenance (C&M) Section. Gymnasium and playgrounds are maintained by the staff members of the Department of Physical Education.

#### ***6. Maintenance of Campus Cleanliness***

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily morning before the regular classes begin by the housekeeping team. Toilets are cleaned every day. The whole campus area is maintained by the Construction and Maintenance (C&M) Section and the Superintendent will be reporting the completion of work to the Campus Development Director every day.

#### ***7. Maintenance of other amenities***

The effluent treatment plants and rain water harvesting systems are maintained by the Construction and Maintenance (C&M) Section. The maintenance of equipments for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines given by the equipment user manual. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contract. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Construction and Maintenance (C&M) Section. Amenities like canteen, stationery, bank, ATM, and reprography facilities, are accessible for all stakeholders and are maintained by respective service providers on annual contract basis.

#### ***8. Annual Stock Checking***

Annual stock checking of furniture, lab equipments, stationeries, ICT facilities, sports items and all assets and reporting of repairs is done by the Finance Officer as a year ending activity and the consolidated report is submitted to the Honorable Vice Chancellor.

#### ***9. Replacement of Equipments / Electronics / Computers***

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste, the outdated electronics /computers are put on buy back as per norms and new items are procured.

#### ***10. Day to Day Emergency Maintenance***

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Construction and Maintenance (C&M) Section.