



# SONA COLLEGE OF TECHNOLOGY

(An Autonomous Institution)

SALEM – 636005 | Tamil Nadu | INDIA

Ph: +91 427 4099999 | iqac@sonatech.ac.in



## Internal Quality Assurance Cell

### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

**KEY INDICATOR** : **4.4 MAINTENANCE OF CAMPUS INFRASTRUCTURE**

**Metric number** : 4.4.2 There are established systems and procedures for maintaining and utilizing physical and academic support facilities – laboratory, library, sports complex, computers, classrooms etc.

#### Item No. 2: Maintenance Policy

#### CLAIM AND RESPONSE

Sona College of Technology has well define plocy for maintenance of campus infrastructure and effectiveliy utilizing the facilities. The detailed policy is provided below.

**PRINCIPAL**

**Prof. Dr. S. R. R. SETHILKUMAR,**  
M.E.(Struct), Ph.D., MISTE, FIE, C. ENG(I), MICI.,  
**PRINCIPAL,**  
**SONA COLLEGE OF TECHNOLOGY,**  
**JUNCTION MAIN ROAD, SALEM-636 000**



## **SONA COLLEGE OF TECHNOLOGY**

(An Autonomous Institution)  
SALEM – 636005 | Tamil Nadu | INDIA  
Ph: +91 427 4099999 | iqac@sonatech.ac.in



**Internal Quality Assurance Cell**

---

## **SONA COLLEGE OF TECHNOLOGY**

**(An Autonomous Institution)**

### **MAINTENANCE POLICY**

**Policy No. SCT/IQAC/PS/2018-19/19**

**Approved on 3<sup>rd</sup> October 2018**

---



# SONA COLLEGE OF TECHNOLOGY

(An Autonomous Institution)  
SALEM – 636005 | Tamil Nadu | INDIA  
Ph: +91 427 4099999 | iqac@sonatech.ac.in



## Internal Quality Assurance Cell

### SONA COLLEGE OF TECHNOLOGY (An Autonomous Institution)

#### Maintenance Policy Preparation and Verification Team

<b>Prepared By</b>	<i>M. Vishvanath</i> 26/9/18 <b>Mr.M.Vishvanath/Maintenance Coordinator</b>
<b>Reviewed By</b>	<i>P. Suresh</i> 28/9/2018 <b>Dr.P.Suresh/Coordinator-IQAC</b>
<b>Approved By</b>	<i>S. R. R. Senthilkumar</i> 3/10/18 <b>Dr. S. R. R. Senthilkumar/Principal</b>

Date of Release: 3<sup>rd</sup> October 2018

**Prof. Dr. S. R. R. SENTHILKUMAR,**  
M.E.(Struct), Ph.D., MISTE,FIE, C. ENG(I), MICI.,  
PRINCIPAL,  
SONA COLLEGE OF TECHNOLOGY,  
JUNCTION MAIN ROAD, SALEM-636 005.

## Internal Quality Assurance Cell

---

### 1. PREAMBLE

The facilities at Sona College of Technology supports the educational, research and administrative activities of the institution and provide an enabling ecosystem for all the stakeholders to achieve the mission of the institution. Sona College of technology has a system in place in order to maintain its facilities. This policy document outlines who is responsible for ensuring to upkeep the facilities.

### 2. E - TICKETING SYSTEM

Grievances can be raised through an e-ticketing system named "Management Information System-MIS". If any faculty wants to report a problem with facilities, they can log onto MIS using their college staff code and secured password. Depending on how urgent the issue is, all the complaints will be resolved within 24 hours to a week.

### 3. ESTATE MAINTENANCE

Estate maintenance includes Horticulture, Waste Management, Security and Fire Fighting.

#### 3.1. Horticulture

- Maintenance of green space, lawns and potted plants in and around the campus.
- Support the tree plantation drives.
- Pruning of trees, shrubs and grass.
- Cleaning of gardens.

#### 3.2. Waste Management

- Collect segregated garbage as per the green audit policy
- Dispose of E waste as per the regulations
- Dispose of scrap as per the norms of the institution

#### 3.3. Security

- Enough security at the entrance gates to ensure restricted/authorized entry only
  - Security guard at parking for hassle free parking of students vehicle
  - Security guard at entry of each buildings to ensure the security of rooms and the fixtures installed there.
-

### 4.5. Physical Education

- The usage and maintenance policy for physical education comes under the preview of Physical Director.
- The other support departments will support the sports department in organizing sports meets and in small repairs including welding, carpentry, masonry work etc.

### 5. HOUSEKEEPING

- Cleaning of floors, roads, walkways etc, dusting of furniture on daily basis.
- Cleaning and sanitization of wash rooms on daily basis.
- Weekly deep/chemical cleaning of floors.

### 6. ELECTRICAL MAINTENANCE

Electrical maintenance includes basic electrical work, genset maintenance, Solar power generation and Lightning arresters and Earthing.

#### 6.1. Electrical

- Repair and maintenance of external and internal wiring of the campus.
- Repair, maintenance and replacement of external and internal lightings, fans etc.
- Repair and maintain motors

#### 6.2. Genset

In order to give uninterrupted power supply, Diesel based genset's to be serviced periodically and maintained.

#### 6.3. Solar Power Generation

- The solar power panels are installed at the rooftops is outsourced.
- The electricity generated by solar power plant is metered, In case of surplus power generated , the additional power will be wheeled to TNEB grid.

#### 6.4. Lightning arresters and Earthing

- Installation of lightning arresters at the top of each building.
  - The earthing points in each block will be recharged annually as per the requirements after periodic checking.
-

## Internal Quality Assurance Cell

---

### 7. TRANSPORT

- Taking care of buses and their maintenance on daily, weekly, monthly, quarterly, half yearly & yearly basis.
- Maintain a fleet of Non-AC Delux buses for the local students
- Maintain a fleet of cars for collage usage.
- Maintain the essential devices in busses for passenger safety like Fire Extinguisher, First-aid Kit, GPS to track the bus location, route, speed etc. and speed governor to restrict the speed of the buses (as per the guidelines of the Supreme Court).
- Ensure that the students board and de-board the buses inside the campus premises only at the scheduled time at arrival and departure.
- Keep the transport neat and clean.

### 8. COMPUTER MAINTENANCE GROUP

- The office of CMG team has a separate policy to support IT facilities in the campus.
- Repair and maintenance of computers, laptops, printers, UPS, and Network.

### 9. AIR CONDITIONING/HVAC MAINTENANCE

- Regular maintenance of air conditioning systems.
- Operation of centralized HVAC units.
- In-house repair of AC motors and boards.
- Disposal of AC equipment's which are beyond repair.

### 10. CIVIL MAINTENANCE

Civil maintenance includes Buildings, Roads & Walkways, Whitewash and paints and small masonry works.

#### 10.1. Buildings

The augmentation of infrastructure including creation of new blocks / rooms will be outsourced to the respective vendor after due approval and process.

#### 10.2. Roads & Walkways

Maintenance of roads and walkways done in-house.

---

## Internal Quality Assurance Cell

---

### 10.3. Whitewash & Paints

- Paint and whitewash of interior and exterior of building walls, doors, windows to be done as per the needs.
- Polish work of furniture, will be done as per the requirement.

### 10.4. Small Masonry Works

Small masonry work for normal repairs and patch work in and outside the campus by masonry staff.

## 11. CARPENTRY MAINTENANCE

Carpentry maintenance includes Mechanical, Carpentry and Anti termite and bugs treatment.

### 11.1. Mechanical

- Repair and maintenance of windows, gates, doors, etc. which requires fitting and welding jobs.
- Creation and maintenance of temporary structures / sheds which require iron bending, welding etc.

### 11.2. Carpentry

- Installation and repair of doors, windows, hinges, as per the requirements.
- Installation of window glass screens, curtains, and blinds.
- Repair the damaged furniture and fittings.
- Repair of wooden tile floors.

### 11.3. Anti-termite and bugs treatment

The external team will do the chemical treatment of the buildings and areas for anti-termite and bugs cleaning.

## 12. PLUMBING MAINTENANCE

Plumbing maintenance includes Rain water harvesting, Sewage treatment plant, Plumbing works, Water supply operations.

---

**Internal Quality Assurance Cell**

---

**12.1. Rain Water Harvesting**

- Installation of sufficient RWH system in the campus.
- Cleaning and maintenance of RWH system on annual basis.

**12.2. Sewage Treatment Plant**

- Maintenance of STP Plant is outsourced.
- The treated water will be re-circulated for horticulture and flushing systems in the buildings through dual water supply system.

**12.3. Plumbing**

- Regular maintenance and cleaning of overhead/ underground tanks.
- Maintenance of RO water systems on regular basis as per schedule.
- Repair and maintenance of drainages, sinks and toilet seats as per requirement.
- Repair or replacement of valves, taps, traps etc.
- Cleaning of clogged pipes, drains, sinks and toilets.
- Ensure adequate water supply in each block for washrooms.

**13. FACILITIES**

**13.1. Auditorium, seminar Halls, Boardrooms**

- Auditorium, Seminar Halls, Boardrooms are under the control of AO-Campus and the cleanliness is taken care by the housekeeping team.
- To use these facilities, the faculty in-charge should book the hall in the Sona Hall Booking App. The resources will be made available on availability and priority basis with the permission of AO Campus.

**13.2. Lab Equipment's**

- The equipment, machinery, apparatus etc. will be maintained by the respective lab In-Charge under the advice of concerned HODs.
  - The record of equipment and their usage to be maintained in the registers by the person associated with the concerned lab.
  - The HODs report to the administration periodically for all the maintenance works. Minor repairs are requested through e ticketing system.
  - Systematic disposal of wastes to be done in the proper way, as per government norms.
-



## Internal Quality Assurance Cell

---

### 14. ANNUAL AUDIT

- Each academic department will perform the physical verification of its resources, with the help of a team of faculty and staff members.
- A list of missing items, and obsolete items to be prepared in the specified formats. The report will be submitted to the AO Campus within the prescribed time.
- The team of experts from various sections will perform an annual audit and submit its report to AO Campus for further necessary action.

### 15. PHASING OUT, OBSOLETION & WRITING OFF

Because of change in technology, wear and tear, completion of life of items, development of new process etc. the equipment may be phased out as per the following process.

- The equipment may be moved to lower utilization
- They can be transferred to other institutions which were not having any such equipment's so far.
- The equipment can be auctioned or sold off
- E wastes will be disposed off to some specified vendors as per norms.
- The assets either transferred or disposed will be written off from the records.