

# MUSALIAR COLLEGE OF ENGINEERING AND TECHNOLOGY

## PATHANTHITTA

### MAINTENANCE SYSTEM (Academic & Support)

#### Maintenance Management

The Construction works, including addition/ alterations in the infrastructure and maintenance are managed by the Works Engineer. The maintenance works are classified under two groups:-

- (a) Minor Repairs: All routine minor repairs are undertaken by the Minor Repair group consists of Technician of various departments of this institution.
- (b) Major Repairs: Major repairs beyond the scope of the inhouse repair term are managed by outsourcing under close supervision of the Works Engineer.

#### Maintenance Procedures.

Any unserviceability of infrastructure/equipment/system to be reported in writing to the Works Engineer or to be recorded in the respective Registers kept at the Main office. The nature/quantum of work/repair is assessed and anticipated expenditure worked out and executed in case of routine works/repairs. In case of major expenditure, permission from appropriate authorities is obtained before execution. Documentation of the job and user feedback is taken before payment.

All repairs regarding the computer systems/accessories and net connections are dealt by the unit lead by System Administrator.

Preventive/ Routine Maintenance like painting works of the building are done once in 3 years. The repair works of all tools and fixtures in the Labs, Furniture/Fittings etc are carried out on as and when required. Also Calibration/resetting of Lab equipment are done generally once in a year.

#### **Vehicle Maintenance.**

The college operates 14 buses in different routes for the convenience of students. All minor repairs, painting etc are carried out within the campus and standard/authorized workshops are used for major/specialized jobs.

#### **Monitoring of Maintenance .**

The maintenance registers are regularly perused by Dean(Admin), Principal and the Chainman to ensure timely action by the maintenance team.

#### **Upkeep of campus**

The upkeep of college campus is done by continuous process of waste disposal.

Vegetation Garden Inter College campus is also properly maintained periodically to keep the campus green.

Biogas plants installed in the ladies hostel generate cooking gas.

### **Class Rooms/Laboratory**

The physical facilities like Laboratories, Classrooms, Library and Sports Complex are made available for all the students admitted to the college. Utilization of the classrooms is facilitated to the students and it is also made available to the other governmental / non-governmental organizations for conducting the exams in the summer/ Winter Vacations / Leave time. Classrooms and laboratories are maintained by House

Keeping under the supervision of Non-teaching Staff / Estate Supervisors. The masonry and plumbing works are done with local skilled persons and the expenditure is incurred from Maintenance. Lab equipments are serviced by manufacturers and service personnel during summer / winter vacations. Stock register is also maintained regularly.

### **Computers**

The college has an adequate number of the computers with high speed internet connections and the software's are distributed in different locales like office, laboratories, library and departments. Computers are maintained by internal Staffs. Each laboratory has an assistant, who ensures for the proper use of the computers and hazardous equipments are handled with care by them.

### **Library**

The working hours of the library is from 8.30 a.m to 6.00 p.m on all working days and from 8.30 a.m to 4.00 p.m. on holidays. Maintenance activities is made by the college management periodically to keeping library clean. The activities like fumigation, preservation of books from insects, dusting and shelving of reading materials promptly on regular basis by the housekeeping /Library Staff.

### **Training Classes**

Special Training is provided by experts for competitive examination such as GRE, TOEFL, GATE and Placement Training to students for competitive exam as well to motivate them for debates/ group discussion for placement.

### **Sports Complex/ Activities**

Excellent infrastructure is provided for sports with Synthetic/ outdoor/ indoor Courts and 400-meter running track. Through best practices, the students outshines in the field of sports. The play field are properly maintained by the markers throughout the year. The play field equipment like post, umpirestand, score boards are also maintained regularly. The college uses some labourers for daily wages to keep the

play field clean and good condition during the tournaments and sports day celebrations. The Physical Education Department control the play equipment like ball, bat, net etc., provided to the students and to collect it back safely and register them in the Equipment movement register

### **Power Supply and Electrical Maintenance**

Power supply is maintained by our regular staffs through proper system and electricity is maintained by electricity board/ captive gensets for 24hours. A Kirloskar-Make power generator (125-KVA) and Ashok Leyland – Make Power Generator (82 KVA) is installed in the campus to handle the occasional power shut down, is under AMC for maintenance.

### **Garden Maintenance**

Tree plantation and garden maintenance are done by the gardener appointed by the institute. NSS, NCC, YRC maintain certain areas of the college clean and for planting of trees, certain areas are allotted for each departments to maintain the trees and campus clean and green.

