INFRASTRUCTURE MAINTENANCE POLICY

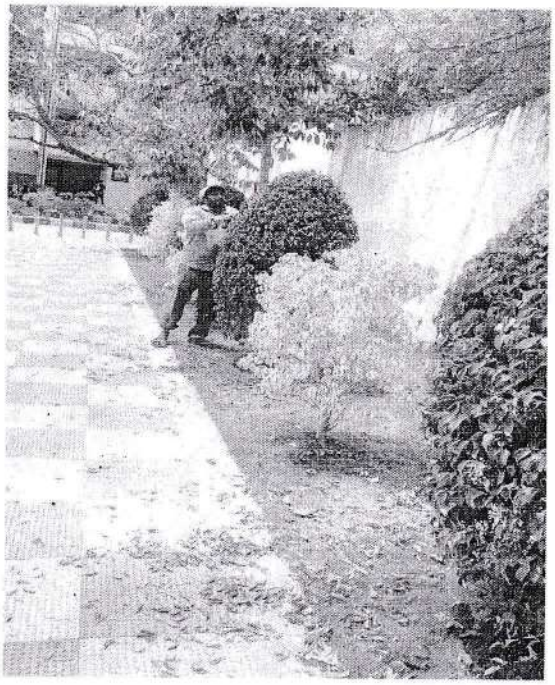
Introduction

The Methodist College of Engineering and Technology operates as an extensive infrastructure to deliver its teaching, learning, extra-curricular and research activities. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories. This document provides an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

1. Maintenance of Physical Facilities

The physical facilities are maintained by the Care taker under the supervision of Administrative Officer. The services of dedicated plumber, electrician, and System admin 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 etc. Maintenance of campus upkeep and cleanliness is the responsibility of the support staff exclusively appointed for this.

The care taker periodically monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff rooms, students amenity areas, and cafeteria. The gardener takes care of the plantation and lawns.



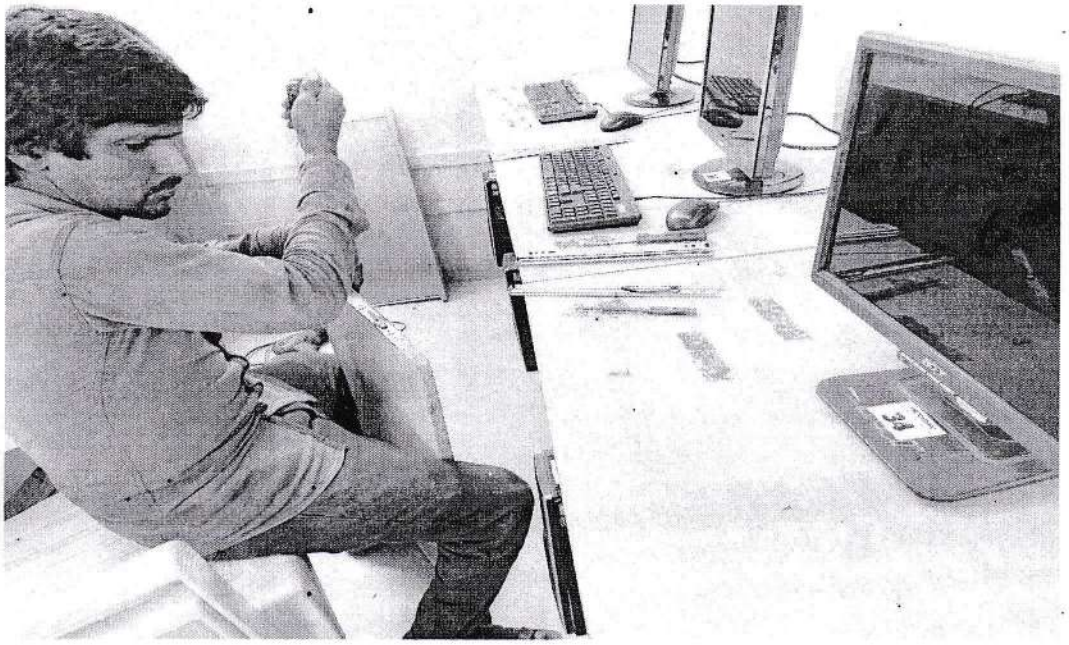
Faculty In-charge

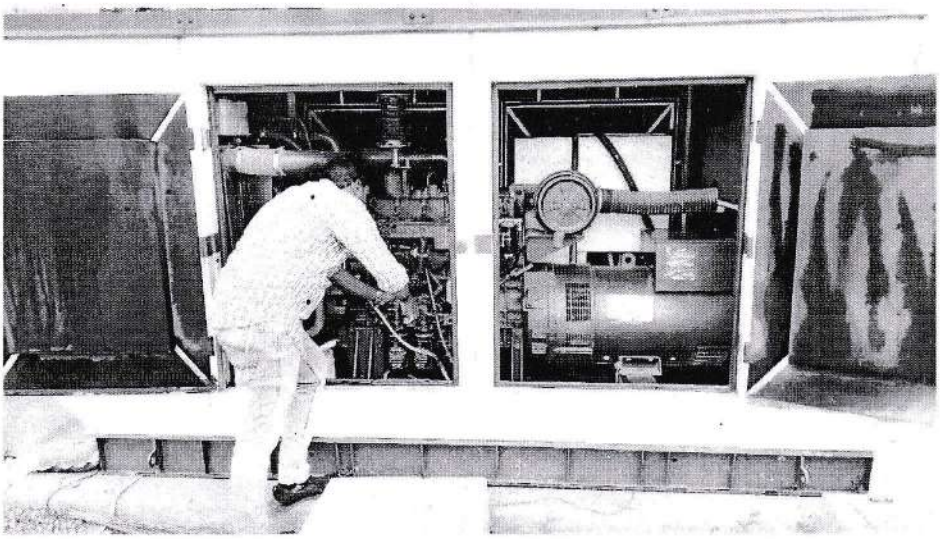
Criterion In-charge

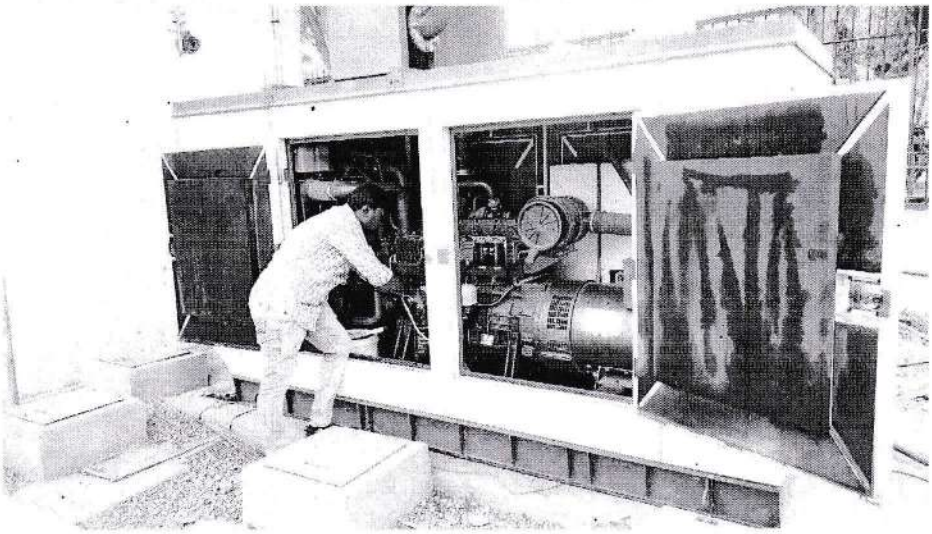
4. Maintenance of Lab Equipment

One faculty member is made the in-charge of each laboratory in all the departments. The lab assistants / technicians in the respective labs and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers are maintained by the respective laboratories. A register to report the service/repairs of instruments in the labs is maintained. Breakages and repairs, if any, are reported to the Head of Department or the faculty-in- charge by the lab assistant and suitable measures are taken for speedy repairs of the equipment.

All major repairs are identified by the concerned Heads of the departments and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal. Maintenance contract (AMC) is sustained for maintenance of high end equipment and high end servers, LCD projectors and computers.







Maintenance of Classrooms, Furniture and Laboratories

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

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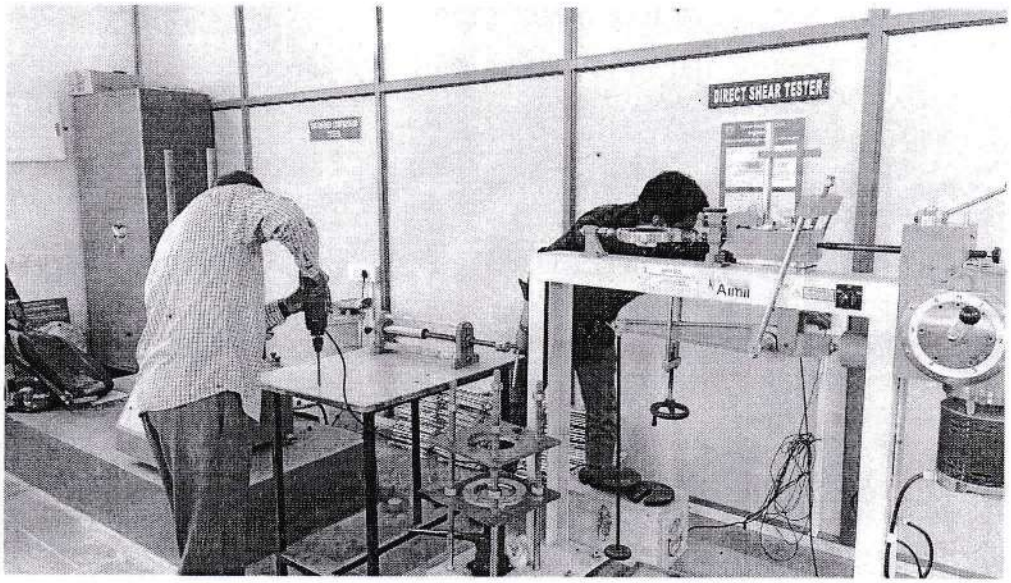

3. Maintenance and Utilisation of Library and Library Resources

The library staff members are responsible for the maintenance of the text books, journals and other learning resources available in the Library. The following steps are taken.

- Proper maintenance of Accession registers and issue register.
- Log book to be properly maintained
- Latest copies of the journals/periodicals to be displayed
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.

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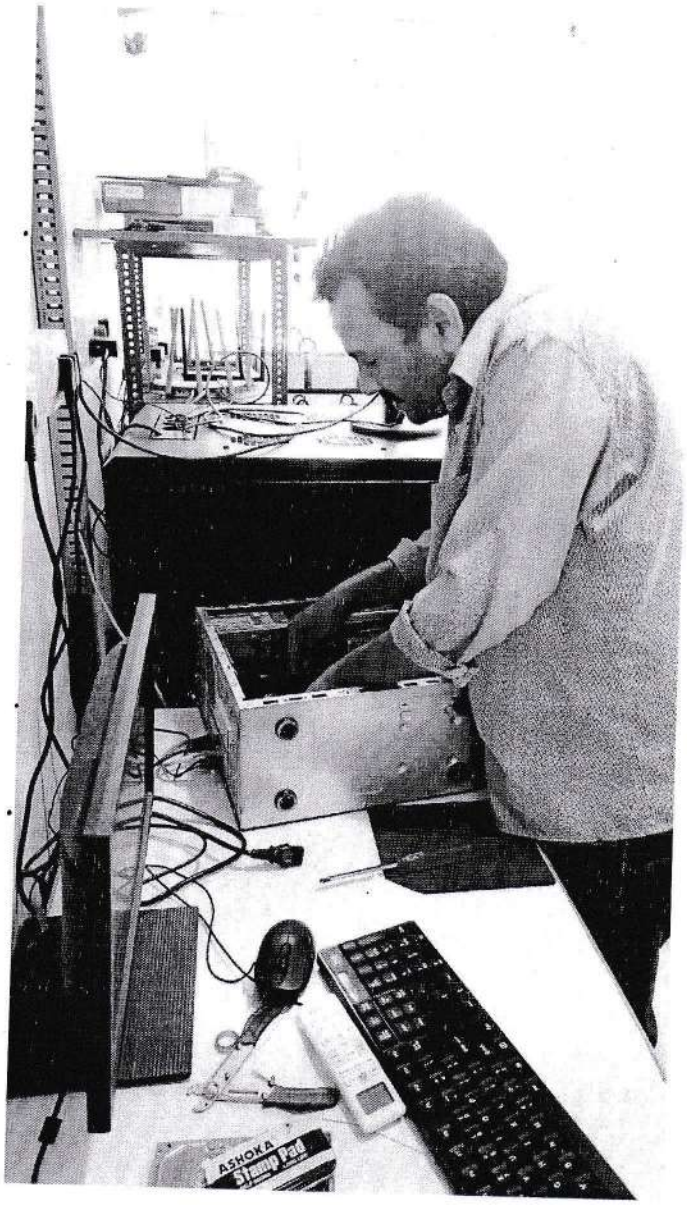
6. Replacement of Equipment/ Electronics/Computers.

The maintenance comprise of the actions that are carried out to replace worn out assets. The outdated electronics /computers are put on buy back as per norms and new items are procured. The unwanted e-waste is disposed of through MOU with an outside organization.



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