

Maintenance Policy

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KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION

(Deemed to be University)

(Under the section 3 of the UGC Act 1956)

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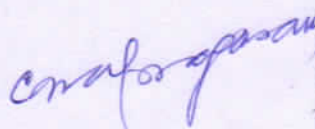

Anand Nagar, Krishnankoil-626126, Srivilliputtur (via), Tamil Nadu, India.

Policy Preparation and Verification Team

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Reviewed and Recommended by	Dr. C. Sivapragasam Director/IQAC	
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Maintenance Policy

Purpose

To establish a comprehensive framework for maintaining and utilizing physical facilities and services across campus, ensuring safety, reliability, cleanliness, efficient operation, and extended lifecycle of infrastructure, equipment, and amenities. The University is committed to maintaining its physical assets in a safe, sustainable, and efficient manner to support academic, research, and community activities.

Scope

Applies to all campus facilities including classrooms, laboratories, libraries, seminar halls, auditorium, sport and yoga facilities, swimming pool, staff quarters, hostels, guest house, canteens, water treatment, power distribution, ICT facilities, and any other campus amenities under the Estate Office's purview.

Definitions

- **Estate Office:** The central unit responsible for planning, executing, and supervising maintenance activities.
- **Estate Officer:** The designated officer heading the estate office, supported by a team of engineers and skilled staff.
- **AMC:** Annual Maintenance Contract with external vendors for major equipment and systems (e.g., air conditioning, lifts, critical laboratory equipment).
- **HOD:** Head of Department.
- **ICT:** Information and Communication Technology.

Policy Principles

- Proactive maintenance planning to reduce downtime and extend asset life.
- Clear lines of accountability for maintenance tasks across departments.
- Regular inspections, documentation, and verification of repair and maintenance activities.
- Safety, hygiene, and environmental considerations in all maintenance activities.
- Transparent escalation and approval processes for major repairs and capital expenditures.

Organizational Roles and Responsibilities

Estate Office and Estate Officer

- Oversee all maintenance activities for physical facilities, utilities, and major equipment.

- Maintain an up-to-date maintenance calendar and status records.
- Manage AMC arrangements for critical systems (air conditioning, lifts, major lab equipment).
- Ensure availability of skilled technical staff (civil, electrical, plumbers, electricians) and 24/7 response where required.
- Receive, log, and track maintenance complaints via written, verbal, or electronic channels (example contact channel: eo@klu.ac.in).

Heads of Departments (HODs)

- Ensure timely identification of maintenance needs within classrooms, laboratories, and teaching aids.
- Approve major repairs and coordinate with the Estate Office for execution.
- Monitor adherence to maintenance standards within their departments.

Laboratory In-Charges / Laboratory Assistants

- Maintain and repair laboratory equipment; coordinate calibration activities with internal teams and external agencies as needed.
- Report repair/maintenance requirements to the HOD and Estate Office.

Procurement/Purchase Department

- Manage procurement related to maintenance and replacement of assets as approved by HODs and the Estate Office.

Physical Director

- Oversee maintenance and safety of sports facilities; coordinate with Estate Office on repairs.

Sanitary Inspector and Housekeeping

- Ensure daily cleaning, sanitization, and upkeep of laboratories, toilets, bathrooms, and common areas.
- Monitor cleanliness standards and report deficiencies to Estate Office as necessary.

ICT / Computers & Electronics

- Manage maintenance of ICT assets, including computers, printers, projectors, software licenses, and antivirus updates.

Maintenance Areas and Standards

1. Maintenance of Physical Facilities

- The Estate Office, led by the Estate Officer, supervises civil, electrical, plumbing, and related maintenance activities.
- Ensure uninterrupted power supply via generators, UPS, solar installations, and power distribution systems.
- AMC contracts are in place for critical equipment (air conditioners, lifts, major lab equipment).
- Maintain buildings, classrooms, laboratories, seminar halls, auditoria, playgrounds, staff quarters, hostels, guest houses, canteens, mineral water plants, and sewage treatment facilities.
- Establish and publish standard operating procedures (SOPs) for routine maintenance tasks and emergency responses.
- Maintain a centralized complaint logging system across channels (Complainants addressing System through tickets).

2. Housekeeping Services

- A sanitary inspector-led team ensures regular cleaning of the entire campus, with daily laboratory cleaning and routine inspection.
- Ensure sanitary facilities (toilets and bathrooms) are cleaned and maintained to standard cleanliness levels.

3. Classrooms, Furniture, and Laboratories

- Departmental faculty and HODs are responsible for day-to-day upkeep of classrooms, furniture, teaching aids, and laboratories.
- Laboratory assistants handle routine maintenance and repairs; major repairs require HOD notification and approval.
- In-house calibration of laboratory equipment, with external calibration as needed.
- AMC contracts cover major instruments/equipment determined on asset criticality and usage.
- Any repair/maintenance requiring significant procurement or replacement follows the established approval pathway (HOD → Vice-Chancellor → Purchase Department).

4. Maintenance of Sports and Yoga Facilities

- Grounds staff manage indoor/outdoor stadiums, courts, and fitness facilities.
- Repairs, replacements, and damages are reported to the Physical Director for corrective action.

5. Maintenance of Swimming Pool Facility

- A qualified swimming coach and staff supervise the pool operations.
- Daily water quality testing (pH, chlorine, hardness) and routine water treatment (bleaching powder/TCCA) as required.
- Weekly pool cleaning to remove dust and sediment; ensure compliance with safety and hygiene standards.

6. Maintenance of Central Library

- Print books: Regular binding and preservation; avoid closed shelving to minimize damage; annual segregation of dilapidated volumes for binding.
- Journals: Back issues bound annually for reference.
- Non-book materials (magnetic discs, audio/video media): Stored in closed stacks to protect from moisture.
- Book stacks: Maintain non-humid environment, dusting weekly, use soft cloths; vacuum cleaning used to remove dust; narcotics such as naphthalene balls used as insect repellents in compliance with safety standards.

7. Maintenance of Seminar Halls and Auditorium

- Regular cleaning and upkeep by housekeeping staff.
- Facility usage is managed via a formal request process through the department head to the authorities on a priority basis.
- Prioritize academic meetings, conferences, seminars, and cultural events.

8. Maintenance of Computers and ICT Facilities

- Purchase Office oversees computer and printer maintenance with in-house support.
- Regular maintenance of projectors and computing equipment; software licensing, antivirus installation, and periodic maintenance.
- Ensure availability of updated software and security patches.

9. Maintenance of Amenities

- Estate Office and supporting staff coordinate maintenance of various campus amenities.

10. Annual Stock Verification

- Conduct annual stock verification of laboratory instruments, stationery, furniture, ICT facilities, library items, sports equipment, and other assets.

- Nominated faculty members compile a comprehensive report at the end of the academic year for authority review and action.

11. Sustainability and Environmental Responsibility

- Ensure efficient use of electricity, water, and consumables across campus, Monitor and maintain solar installations, rainwater harvesting systems, and green landscaping, Ensure proper waste segregation and disposal etc.

Policy Implementation and Compliance

- Compliance with this policy is mandatory for all departments and units on campus.
- Deviations from established procedures require written justification and approval from the Estate Officer or Vice-Chancellor (as applicable).
- Regular audits will be conducted to assess asset condition, maintenance response times, and adherence to AMC agreements.
- Training programs will be conducted for staff involved in maintenance activities to ensure safety, quality, and consistency.

Record-Keeping and Documentation

- Maintenance logs: All routine and corrective maintenance entries shall be recorded with date, asset, nature of work, responsible party, and completion status.
- AMC documents, vendor contacts, calibration certificates, and service reports shall be maintained centrally for accessibility.

Review and Update

- This policy shall be reviewed in every 3 years or as required by changes in infrastructure, governance, or regulatory requirements.

Approved By



Dr. S. Narayanan
Vice-Chancellor-KARE