



PONJESLY COLLEGE OF ENGINEERING

(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)

Nagercoil - 629 003, Tamilnadu. Phone : 04652-259680, Mobile : 94899 86220
Web Site : www.ponjesly.ac.in, E-mail : office@ponjesly.com, ponjeslyce@yahoo.co.in

MAINTENANCE POLICY	Policy No. :PJCEPL16 Issue No. :02 Date : 07-03-2022
Frequency/Next Revision	5 years / Academic Year: 2026-2027

Objectives:

Developing and acquiring facilities are as important as maintaining them in good condition. This policy provides the guidelines for the teachers and others on maintenance of the facilities of the college.

Scope:

Ponjesly College of Engineering values its each asset and take every step to make them functional and useful. The college administration and College Maintenance Committee (CMC) should take necessary initiative and steps in this regard. The budgetary provision should be made for maintenance work.

The College Maintenance Committee should develop schedule of activities and methods of maintaining CMC maintenance documentation. The CMC is not only responsible for maintenance of permanent infrastructure but for overall ambience of the college.

In general maintenance work in academic area: class rooms, laboratories, furniture, should be maintained during holidays so that there will be minimal disturbances to academic activities. ICT and internet facility including WI-FI should be periodically checked. The maintenance of such facilities are also covered under IT policy.



Guidelines:

- **Administrative Action:**

- ✓ Constitution of College Maintenance Committee (CMC): The administration constitutes the CMC with a responsibility of maintaining the infrastructure and other facilities. The committee may consist of the following member's responsibilities:

Principal – Convener;

HOD Civil – Estates, Buildings and other Civil Infrastructures Maintenance
in charge

HOD EEE – Electrical Systems including Air conditioning systems & Fire
in charge

HOD Mech – Transport in charge

HOD CSE – IT infrastructure in charge

The Committee may develop its SOP for its activities. The SOP should be followed and the staff may be trained. The maintenance staff should have periodic training to upgrade their skills and documentation practices.

- ✓ Appointment of Maintenance Supervisor - He / She would work under the CMC. The supervisor would keep documentation of identification of need and action taken.

- **Applicability of the Policy:**

The policy is applicable for maintenance of permanent infrastructures, Maintenance of Electrical systems (including fire fighting devices), Sports and Games Facilities, Vehicles, IT infrastructure, and Laboratory Equipments.

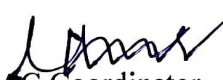

- Permanent infrastructure: Buildings, Laboratories, Classrooms, pathways, rest rooms. The pest control should be conducted by the professionals periodically. The documentation of pest control is to be maintained.
- Painting, repairing building cracks, weedgrowth are done periodically.
- Electrical Systems: This includes electrical systems and Solar System, fire fighting devices, A.C, light and fan.
- Sports and Games: The physical director is responsible for indoor and outdoor stadium, gymnasium, playgrounds, and all other sporting equipments.



- Vehicles: The college buses and other vehicles need to be thoroughly checked periodically by the maintenance staff.
- IT Infrastructure: The maintaining IT infra and updating of infra are important. This includes ICT facilities and Internet.
- Laboratory Equipments: The respective HOD is responsible.

➤ **General Principles:**

- Annual stock verification is to be conducted department wise and record should be maintained.
- Opting for AMC is preferable. Before opting for, it should be valued whether it is worth.
- The maintenance is usually carried out by in house maintenance staff. In case, out sourcing is essential the institute's policy for engaging outside vendor is to be followed.
- Disposing off Policy: When an equipment is no longer useful and it is needed to be discarded. The administration should appoint a committee, which is different from maintenance committee, to validate the need for discarding. The committee decides the way they should be disposed.

Verified by	Approved by
 IQAC Coordinator	 Principal



**IQAC Coordinator,
Ponjesly College of Engineering,
Nagercoil-629 003.**

**PRINCIPAL
PUNJESLY COLLEGE OF ENGINEERING
NAGERCOIL 629 003**