

MAHER/ESTABLISHMENT-01/2020-R3

**MEENAKSHI ACADEMY OF HIGHER EDUCATION
AND RESEARCH**

MAHER

(Deemed to be University)

(Established under Section 3 of the UGC Act, 1956 vide Notification No.F.9-5/2002-U.3,dt 31.03.2004)



MAINTENANCE POLICY

DATE	REVISION
02.09.2020	3

No.12, Vembuliamman Koil Street, West K.K.Nagar, Chennai-600 078.

Tamil Nadu, India

Revision details

PREPARED BY	REVIEWED BY	APPROVED BY
Dr. Protyusha Guha Biswas, Assistant Professor, MADC	Dr. Sivapathasundharam. B, Pro Vice Chancellor, MAHER	Dr. R.S. Neelakandan, Vice Chancellor, MAHER
Date: 30.07.2020	Date: 14.08.2020	Date:25.08.2020
BOM Approval on	02.09.2020	
Released by	02.09.2020	

CONTENTS

Section number	Description	Page number
1.	Preliminary Information	1
2.	Preamble	1
3.	Purpose	1
4.	Scope	2
5.	Objectives	2
6.	Custodian of the Policy	2
7.	Maintenance Policy Procedure/Guidelines	2
7.1	<i>Lecture halls/Classrooms</i>	2
7.2	<i>Out Patient Department (OPD)/ Hospital</i>	3
7.3	<i>Library</i>	3
7.4	<i>Laboratories</i>	3
7.5	<i>Patient Care facilities</i>	3
7.6	<i>Auditorium</i>	4
7.7	<i>Seminar halls</i>	4

7.8	<i>Equipment</i>	5
7.9	<i>Information Technology (IT)</i>	5
7.10	<i>Sports</i>	5
7.11	<i>Gym and Yoga room</i>	5
7.12	<i>Garden</i>	6
7.13	<i>Electrical facilities</i>	6
7.14	<i>Miscellaneous</i>	6-7
8.	Maintenance Policy Governance	8

Institutional Vision statement

Excellence in Education and Healthcare to continuously upgrade exemplary standards in the quality education and teaching, training, research and extension.

Institutional Mission statement

- To impart quality medical education.
- To spread knowledge and promote education in all fields viz., medical, dental, paramedical, medical technology and arts and sciences etc.
- To serve the humanity with sincerity and dedication.

1.0 PRELIMINARY INFORMATION

1.1 Short Title, Applicability and Commencement

- a. This Policy shall be called, "**MAHER (Deemed to be University) MAINTENANCE POLICY**"
- b. The Policy shall apply to the constituent colleges of MAHER and to the academic and administrative staff members, and other technical employees of the maintenance team of MAHER.
- c. The Policy shall come into force from the date of approval of the document by the Board of Management of MAHER on 02.09.2020.

2.0 PREAMBLE

Meenakshi Academy of Higher Education and Research (**MAHER**) has established an efficient system for the effective maintenance of the physical and academic facilities of the Institution. MAHER under its ambit has nine constituent colleges that require proper maintenance of all the essential amenities available in the campus of those colleges. The Institution ensures optimal allocation and proper utilisation of its financial resources towards maintenance of the different facilities available in the institution and its constituent colleges. The maintenance policy strives to provide the essential regulations for the care of the campus's physical and academic facilities, including those related to civil, electrical, information technology, biomedical, safety, landscaping, and maintenance of an environmental friendly campus.

3.0 PURPOSE

This document shall provide the scope, overall framework and the procedures by which the physical and academic facilities of the Institution shall have to be maintained and repaired by the institution.

4.0 SCOPE

This is a MAHER wide policy and implementable across all disciplines of MAHER.

5.0 OBJECTIVES

- Developing effective plan for maintenance and repair of the physical and academic facilities of the institution.
- Developing a strategic method for audit and stock keeping of the equipment and facilities of the institution.
- Optimising a proper method for urgent trouble shooting of any issues related to different areas such as civil, electrical, information technology.
- Coordinating the maintenance work, based on the directives of the management.

6.0 CUSTODIAN OF POLICY

This Maintenance Policy shall be implemented by the Maintenance Committee of MAHER headed by the Vice Chancellor to advise, guide and supervise matters related to proper maintenance of resources in relation to the academic and physical facilities within the campus of MAHER and its constituent colleges.

7.0 MAINTENANCE POLICY PROCEDURE/GUIDELINES

Maintenance committee meeting will be conducted biannually every academic year with all the committee members. Maintenance committee meeting will be conducted independently with their designated committee members in the individual campuses of the constituent colleges of MAHER.

7.1 Lecture halls/Classrooms

The Lecture halls/classrooms are regularly cleaned and maintained by the housekeeping department staff before the start of the day to provide a hygienic learning environment to the students. Electric and electronic gadgets are maintained and serviced by the electrical engineering department of the institution. Maintenance and repair of AC and ICT smart boards are done periodically with AMC of the corresponding service provider. The

constituent colleges of MAHER are equipped with LMS software which is maintained by the owner enterprise/ service provider.

7.2 Out Patient Department (OPD)/ Hospital

The outpatient department and the hospital are overall managed by the Principal/ Dean of the college. An administrative officer/medical superintendent is in charge of the overall functioning of the outpatient department/ hospital. The technical aspects are evaluated and dealt with by the civil department of the institution. The biomedical engineering team is responsible for maintaining and reviewing the equipment and diagnostic machineries, and raise claims in case of any service requirements, replacements or procurement of new equipment. It is then forwarded to the principal/dean for assessment and approval. They are also maintained periodically with AMC by the concerned service providers. The housekeeping department is responsible for the maintenance of cleanliness and hygiene in the OPD/hospital.

7.3 Library

The library is fully automated with Integrated Library management system- AUTOLIB SOFTWARE PVT. LTD. The issuing and returning of books is computerised enhanced by Radiofrequency identification Device (RFID). Bar code scanning facility of the ID cards of the students and faculty is done to ensure proper issue and return of the borrowed books. The library is maintained by the **Library committee** of the constituent colleges which take in the requirement list of books from each department and accepts it after proper review. The library has subscriptions to several journals and magazines both print version and e-version. The addition/deletion of journals in a calendar year is done based on recommendations by the concerned department. Physical verification of the library stock is done periodically to identify the losses, misplacements and mutilated/unnecessary/ outdated documents that need to be weeded out from the library collection based on the review and recommendation of the Library committee. A Central Librarian oversees the functioning of all the libraries of the constituent colleges of MAHER. The constituent college libraries are administered by the respected librarians, who are assisted by the assistant librarians. Library assistant is responsible for regular maintenance of the library documents by physical shelving, cleaning, dusting, shifting, binding, preservation and care of the books, magazines and journals. The library documents are easily accessed as they are arranged in accordance with Online Public

Access Catalogue (OPAC). OPAC also aids for regular maintenance of physical library resources.

7.4 Laboratories

The laboratories are maintained by the laboratory technicians, supervised by a staff in-charge and overseen by the Head of the Department (HOD). Regular stock taking is done for the laboratory chemicals, glass wares, and other consumables by the lab technician or the staff nurse and an indent is prepared by the staff in charge for the purchase of those materials from the college store which is approved by the HOD. The laboratory equipment are maintained by the institutional biomedical engineering team and also using AMC by the concerned owner enterprises.

7.5 Patient Care facilities

The hospital beds, dental chairs and other non-consumables are repaired and maintained periodically by the concerned owner companies. The non-consumables of each department are maintained by the staff nurse and a staff in- charge. Monthly report must be provided to the HOD who shall review the requirements and demands of the staff and students of the department and forward it to the head of the Institution for further actions. The clinical investigatory equipment and instruments, dental chairs etc. are maintained by the biomedical engineering team as well as by AMC with the concerned companies.

7.6 Auditorium

The constituent colleges have modern audio visual enabled air conditioned auditoriums with adequate seating capacity which is maintained by the institutional maintenance committee. The air conditioners and the AV system are maintained by the electrical engineering team of the institution. Maintenance of the electrical and plumbing system is done by the civil engineering team of the respective colleges.

7.7 Seminar halls

Each post graduate department has an individual ICT enabled air-conditioned seminar hall for the purpose of seminar and case presentation and small departmental functions/events. Departmental seminar hall comes under the direct control of the HOD and maintained by the institutional maintenance team.

7.8 Equipment

Patient care equipment as well as equipment for academic educational purposes are repaired and maintained by the internal technicians of the biomedical engineering department. In case of need for purchase of new equipment, a written request has to be forwarded to the Head of the Institution by the Head of the concerned department. The request once approved, will be forwarded to the Finance Officer for subsequent purchase.

7.9 Information Technology (IT)

Computers are available in each department of the constituent colleges of MAHER. In addition, computer systems are available in all administrative offices and in the library browsing centre in all constituent colleges of MAHER. The computers are maintained by the IT department, MAHER. Computers along with printers and scanners are connected through LAN with high speed internet facility, maintained by the service provider. Academic teaching aids including smart boards, LCD projectors and high fidelity mannequins in all constituent colleges are maintained via AMC. The Web servers, routers and signal boosters are maintained by the IT department of MAHER to troubleshoot problems as and when required. The maintenance of MAHER website is maintained by an external IT team. However, in case of sudden urgency or problem, the issues of the website shall be dealt with by the internal IT team of MAHER. Any issues/additions/modifications related to website content in any constituent college shall have to be communicated to the website coordinator via a designated mail id who shall then forward the concern to the External IT team for necessary actions.

7.10 Sports

Maintenance of sports equipment, basketball/ badminton nets, courts and indoor games are maintained by the physical education trainer (PET). A deputed PET is assigned in each constituent college of MAHER to maintain the sports ground by regular weeding and levelling.

7.11 Gym and Yoga room

Gym equipment are regularly maintained and repaired by AMC with the company vendors. The staff members and students are instructed for proper and optimum use of the gym

resources. A trainer, recruited by the institution is paid by MAHER and the staff members, students are encouraged to make maximum utilisation of the facilities available.

7.12 Garden

MAHER is committed to maintaining the greenery in all its constituent colleges. A planned outdoor space is allocated in all the constituent college campuses for the display and cultivation of plants and other forms of nature. Herbal gardens in the constituent colleges are maintained by the safety officer of the constituent colleges. Garden waste is used to produce biomanuare.

7.13 Electrical facilities

Maintenance of electrical facilities of the institution including generators, electric power rooms, fans, lights etc. are done by the electrical engineering department of the institution. MAHER has installed sensor lights, and three and five star ACs with stabilizers for reduced power consumption and increased efficiency. The maintenance of the sensor lights and ACs are also done by the electrical engineering team of MAHER.

8.0 Miscellaneous

8.1 Restrooms

Separate restrooms for ladies and gents including disable friendly washrooms are installed in the hospital and in several places around the campus of each constituent college of MAHER. The restrooms are maintained by the housekeeping staff and the institutional civil and electrical engineering team of MAHER.

8.2 Mess/ Canteen

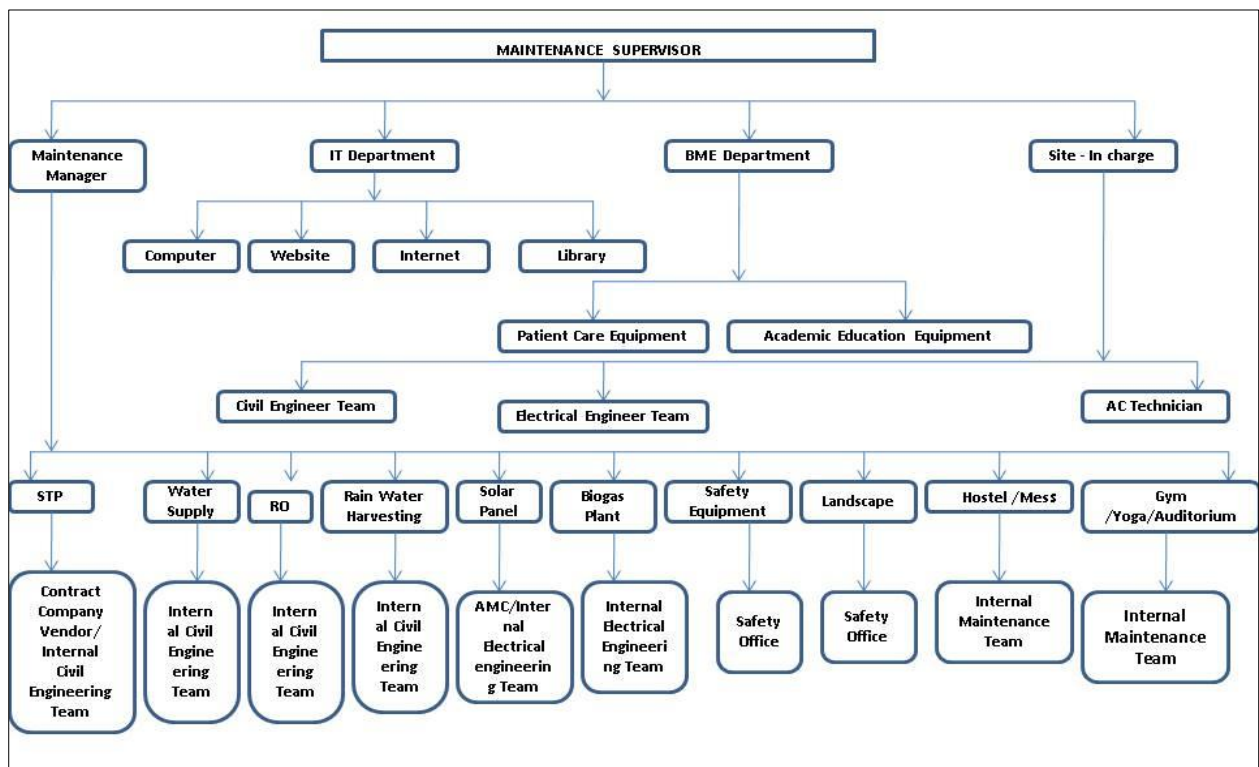
A mess is present in the university and all the constituent colleges of MAHER that provides food at a subsidised rate to the students and the staff working in the college. The functioning of the mess is managed by the institutional maintenance team to troubleshoot any related problems.

8.3 Hostel/ Staff quarters

Separate girls and boys hostels & staff quarters are available for use by the out station students and staff members of MAHER or who take a significant commuting time on a daily basis. The hostel rooms are furnished with a bed, study table, chair, cupboard and washroom which are maintained by the internal maintenance team of the constituent college of MAHER. The water supply and RO maintenance is done by the internal civil engineering team of the institute. The electrical facilities are maintained by the internal engineering department while the hygiene is maintained by the institutional housekeeping staff members. Any request for repair or maintenance of a particular facility in a student’s room must be raised to the hostel warden who shall then forward it to the maintenance department of the institute.

8.4 Eco-friendly campus infrastructure

Eco-friendly measures such as Solar panels, Sewage treatment plants, Biogas plants and Rain water harvesting facilities have been installed in all constituent colleges of MAHER to build sustainable and environment friendly campuses. The repair and maintenance of these facilities are done by the maintenance committee of MAHER with the aid of the concerned engineering departments.



The organisational structure illustrating hierarchy-mediated maintenance activities

9.0 MAINTENANCE POLICY GOVERNANCE

The overall management of maintenance issues are coordinated by the maintenance committee of the respective constituent colleges of MAHER. MAHER reserves the right to amend the policy as many times as it feels essential. The clauses in the policy may be added or removed on discretion of the BOM, MAHER, so recorded in writing.