

## **NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)**

**Accredited with 'A' Grade by NAAC in the 3<sup>rd</sup> Cycle with CGPA 3.62**

**Accorded Star Status by DBT**

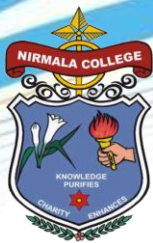
**Recognized by DST-FIST at level '0'**

**Red Fields, Coimbatore -641018, Tamil Nadu, India.**

# **MAINTENANCE**

**GBM: 28.03.2022**

**POLICY NUMBER: NCW014**



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## **MAINTENANCE**

Maintenance is an important factor in Quality Assurance and efficient functioning of the institution.

### **POLICY:**

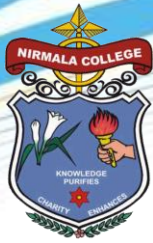
1. To ensure a clean green and hygienic campus.
2. To maintain stability and cleanliness of buildings including class rooms, laboratories, halls, auditoriums, playgrounds and garden.
3. To maintain all equipment, computers, electrical and electronic products in an efficient working condition.

### **PROCEDURES:**

1. The College has a maintenance supervisor to oversee maintenance activities.
2. Signing periodical contract with security service providers for providing security in the campus.
3. Allotment of support staff is done by the maintenance supervisor for all the various blocks in the campus.
4. Specialized laboratory equipment maintenance is outsourced.
5. Maintenance of Library books is done continually.
6. Stock verification is done annually.
7. AMC to be signed periodically for all computers.
8. Maintenance of sports facilities such as courts and ground are done by the assistant marker and support staff.
9. Maintenance contract to be renewed for gym equipment periodically.
10. Cleaning and sweeping of classrooms and campus is done on a daily basis.
11. Fire extinguishers are kept at focal points for the safety of the inmates

### **MAINTENANCE OF PHYSICAL FACILITIES:**

- |   |                    |
|---|--------------------|
| 1. Restrooms                                | - 5 times a day    |
| 2. Water tanks                              | - once in 6 months |
| 3. Maintenance and cleaning of water doctor | - once a week      |
| 4. Whitewash of all buildings               | - once in 5 years  |



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5. Intercom, closed circuit camera and digital boards are serviced periodically.
6. Generators and UPS maintained periodically.

### **OUTCOMES:**

1. Ensuring safety of people, buildings and all assets on campus.
2. Students have access to the best facilities for learning
3. Providing a hygienic and conducive environment for every person in the campus.

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