

**KONGUNADU ARTS AND SCIENCE COLLEGE**  
**(Autonomous)**  
**Coimbatore – 641 029**



**MAINTENANCE POLICY OF THE INSTITUTION**

**Kongunadu Arts and Science College** maintains an adequate area of utilization for the teaching – learning and research programmes. A special maintenance policy is in practice for the all the facilities of the college.

**Procedural Chart:**



**Aim and Purpose:**

- Maintaining the amenities in compliance with the governance policy
- Ensuring the adequacy of the facility
- Monitoring the effective utility purpose
- Governance of the maintenance policies
- A strong mechanism exists for the distribution of maintenance outlays
- Ready availability of ICT tools and Lab. Equipments
- Default equipment service system throughout the year
- Enforcing the quality usage of amenities.

**Scheduling and Accomplishing**

- Prioritizing the ensured maintenance service
- Contribute for the smooth functioning of the college
- Optimal system for manpower utilization
- Periodical surveying of maintenance service
- Providing orientation on the usage of equipments and instruction of maintenance
- Immediate rectification of faults and repairs with Management support

- Addressing the issues and problems with instantaneous rectification methods

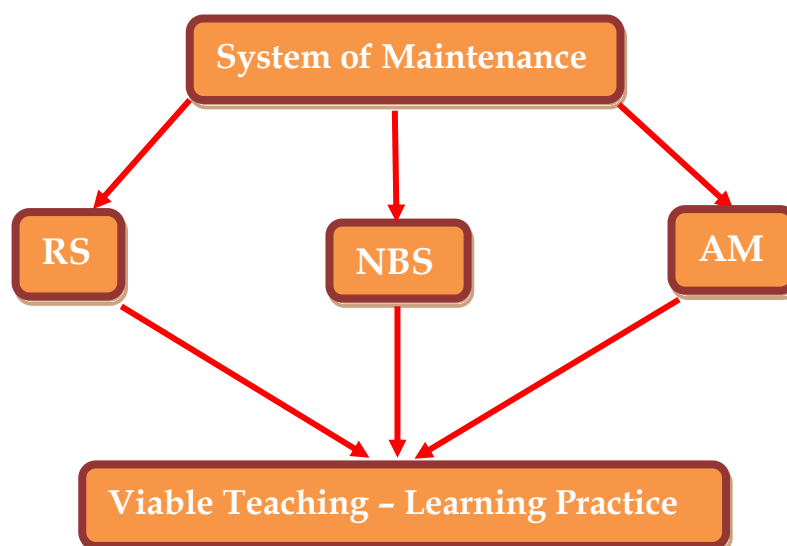
### **Safety & Security**

- Security Service is at its heights for ensuring the safety and security of all the facility
- Securing the Computer and information service system
- Maintaining Fire protection security at alert pace
- Secured utilization of Generators and perilous instruments
- Safe and secured buildings with protection bar structure

### **Eco-Consciousness**

- Provision of Plastic-Free Zone
- Disposal of e-waste, degradable and non-degradable waste in 4R (Refuse, Reduce, Reuse, Recycle )mechanism for Go Green Campus
- Incineration of waste materials
- Protecting the zone with pollution control

### **Maintenance Procedural Chart**



### **Routine Service**

- Every day cleaning service is provided to all the Classrooms, all the utility rooms and library.
- Laboratory equipments, chemical components and ICT tools are monitored and cleaned.
- Toilets are cleaned twice in a day with adequate water supply
- Trees and plants are watered everyday
- Daily maintenance of playground tracks and fields, and Gymnasium
- Organization of books and journals in the library

**Need Based Service**

- Electronic objects maintenance
- Addressing furniture requirements
- Safety and Security service
- Laboratory requirements
- Library maintenance
- Hostel and building patch works
- Plants and garden maintenance

**Annual Maintenance**

- AMC(Annual Maintenance contract) service and antivirus protection
- Sports equipments
- Computer and ICT tools
- Library books and service maintenance

Efficient maintenance of resources and service assures the pragmatic Teaching-Learning practice at Kongunadu Arts and Science College.