



**AMBIGA COLLEGE OF ARTS AND SCIENCE AFFILIATED TO
MADURI KAMRAJ UNIVERSITY, ANNA NAGAR ,**

MADURAI -625 020 , TAMIL NADU

Procedure for Maintenance

The campus holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the supervision of faculty in-charges in college level. They ensure the various aspects of utilization and maintenance of the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, computers, etc.

The proper function of equipment in all laboratories is ensured in every semester by the lab technicians and minor repairs such as installing replacement parts are carried out by them as and when they are needed. Then it is recorded in service register. When there is a major repair work, the purchase committee handles the service and maintenance request appropriately by placing an order to the corresponding engineering experts during summer vacation. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment every year.

First aid kits are kept in all major laboratories and department to meet any eventuality. Fire extinguishers of ISI mark of adequate capacity and numbers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically and refilling is done well before the due date. The general maintenance procedures followed in the laboratories are as follows.

1. Lab stock register is maintained and updated by the lab faculty in-charge and technicians.
2. Stock verification is verified and inspected by the Heads of the Department.
3. Old and outdated equipment, chemicals and instruments are discarded by following the standard procedure.
4. Proper functioning of equipment in all laboratories is ensured in every semester by the lab technicians.
5. Breakage or repair if any, are reported to the Head of the department and Lab faculty in-charge and appropriate measures are to be taken for quick functioning of the equipment.

6. Floor cleaning of labs are done on a daily basis by sweepers.
7. List of the experiments are pasted in the laboratories for the reference of students.
8. Students are given proper instructions to work with the equipment efficiently.
9. Computer Lab assistants under the supervision of the System administrator maintain the efficiency of the college computer and accessories.
10. All the PCs and related equipment like printers, scanners, etc., are backed up by UPS in regular basis.
11. All the computers are installed with required software at the start of every semester and license is renewed periodically.

The maintenance of laboratories for various departments is furnished below.

COMPUTER PROGRAMMING LABORATORIES

1. Set up weekly updates or automatic updates for computer software
2. All the PCs and related equipment like printers, scanners, etc. are backed by UPS
3. Installation of antivirus program on the computers
4. Back up of computers on a regular basis
5. Hard disc clean-up and defragmentation utilities regularly
6. All computers are checked for applications at the start of semester
7. Frequent maintenance of computers, AC, Printer and other equipment for every 6 months or as and when required.
8. Software license renewal is done as per the license period.
9. Turn off all computers by selecting the shutdown option on the desktop.

Library usage guidelines

General maintenance is carried out by 2 Library Assistants.

1. The maintenance of the library is done by the Library staff.
2. A utilization register is used for maintaining the library usage

3. The library staff will make the entry of the issue, return, renewal of books in library using ROVAN software.
4. The library stock is periodically maintained.
5. The library staff will list down the new books to be installed in the library and on the permission from Principal and approval from management it is updated in the library.
6. As per the Head of the Department's recommendation, the new technical books are also updated in the library periodically.
7. Due dates are monitored regularly.
8. Any discrepancy in the return of book, fine amount is collected from the students and faculties.
9. After reading newspapers, journals or special reports, they are kept in appropriate places.
10. Library staff provides the login for access to DELNET or any e-journals.

RO Water Maintenance

1. The plumber replaces all filters every 6-9 months or a maximum of 12 months.
2. Replace RO membrane is done every 24-36 months.
3. Sanitization of the water tanks is done every year.
4. The plumber cleanses and re-assemble the plumbing pipes every 2 years.
5. The plumber replaces and buy new parts whenever necessary.
6. The pressure nozzle is checked at regular intervals.

Sports Maintenance

Sports complex Indoor and Outdoor Games Equipment, Courts, Playground and Gym are maintained by Physical Education Director and the Sweepers of the college. The damaged Sports materials are immediately replaced with new ones.

1. The grounds are maintained at regular intervals by the rollers.
2. The grounds are marked periodically.
3. The gym equipment is cleaned and lubricated properly.
4. The sports equipment is checked and serviced at regular intervals by physical education director