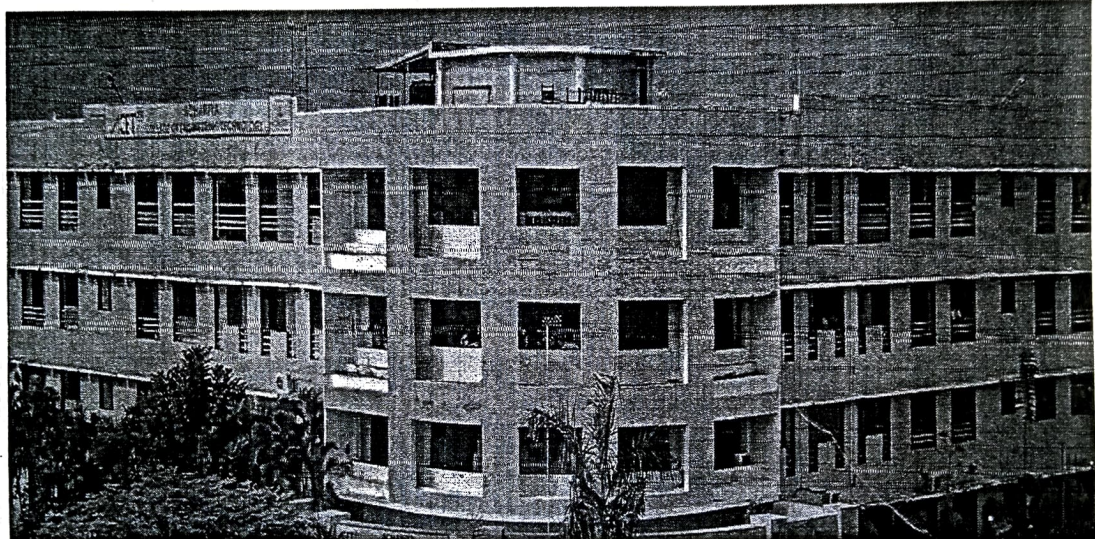




ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



MAINTENANCE POLICY

Policy No	16
Issue No	01
No. of Pages	02
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18/03/21
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ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110

MAINTENANCE POLICY

Acharya College of Engineering Technology boasts a robust workforce dedicated to the meticulous upkeep of the campus's physical infrastructure. ACET delegates its operations across various departments including civil, mechanical, electrical, plumbing, and communication, all under the purview of the maintenance department. This department, led by maintenance in-charges, ensures the continuous operation of essential support services. The college adheres to well-established systems and procedures overseen by the maintenance department, with faculty members at departmental levels providing additional supervision.

The maintenance department comprises a hierarchical structure, encompassing roles such as Registrar, Administrative Officer, Project Engineer, Senior Site Engineer, technicians, and workers. It conducts thorough inspections of physical, academic, and support facilities, encompassing areas like buildings, laboratories, classrooms, and the library. Additionally, it monitors the proper functioning of various systems such as STP, water pumps, electrical power plants, and air conditioning units. Regular reporting to the Head of the Institution keeps stakeholders informed about ongoing activities.

To preserve building structures, routine maintenance activities such as cleaning, servicing, painting, plumbing, and pest control are carried out. Housekeeping, water tank cleaning, and sanitation arrangements are closely monitored, with in-house staff handling minor repairs and contractors enlisted for major tasks. Compliance with inspection authorities ensures building safety and functionality, including fire safety licensing and stability certification.

Electrical maintenance encompasses regular monitoring and cleaning of systems like solar panels, generators, UPS units, and batteries. Technicians within the maintenance department oversee refrigeration and air conditioning systems. Furniture maintenance, including fabrication and installation, falls under their purview, as does the upkeep of sports facilities overseen by the Physical Director and supporting staff.

Other amenities such as the RO plant, transportation facilities, and campus cleanliness are diligently maintained by dedicated personnel. Fire safety measures are implemented with the provision of well-maintained extinguishers, while laboratory equipment undergoes regular inspection and calibration. A centralized security system, complemented by surveillance cameras, ensures campus safety and material security, coordinated by the System Administrator alongside the maintenance department.

The standard laboratory maintenance procedures include:


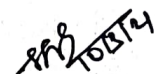
- Initial semester inspections of all electrical equipment and installations
- Regular inspections of mechanical and electrical machines at both the semester's commencement and conclusion
- Scheduled recharge of fire extinguishers prior to their expiration dates



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- Verification of computer applications functionality at the semester's outset.
- Renewal of software licenses in accordance with their specified periods.
- Calibration of all measuring instruments at the semester's start and midway point.

A centralized security system is utilized to protect the campus and prevent mishandling of materials. Additionally, surveillance cameras monitor campus security, overseen by the System Administrator in collaboration with the maintenance department.

Verified by	Approved by
 IQAC Coordinator 13/2021	 Principal

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