MOHAMED SATHAK
ENGINEERING COLLEGE
KILAKARAI, RAMANATHAPURAM DIST.
Approved by AICTE, COA NewDelhi , DGS Mumbai, Affiliated to Anna University, Chennai.
(Sponsored by Mohamed Sathak Trust, Chennai - 06.)

NAAC ACCREDITED · NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

NBA NATIONAL BOARD of ACCREDITATION ACCREDITED Civil | Chemical EEE | Mechanical

ALL INDIA LEVEL TOP RANK 26th-50th ARIIA

MAINTENANCE POLICY

The Principal interacts with the Planning Committee and submits a report regarding physical, academic and support facilities to the Governing Body for getting approval and implementation. The HODs, teaching, non-teaching staff and other service personnel are charged with the upkeep of the facilities under their supervision. They later report to the Principal for infrastructure maintenance if they needed. The physical, academic and support facilities are audited and inventoried on an annual basis for assessment and evaluation. Maintenance of Physical Facilities The institution has a very big auditorium capacity of 3000 people which is adequately used for conducting various programs like Government Programs, Social Welfare Activities, Convocation etc.

The institution has a separate team of staff members, plumbers, carpenters and electricians to maintain the infrastructure. The main building and physical infrastructures such as the power supply, carpentry, painting, and so on, of the classrooms and the entire campus are maintained on a regular basis throughout the year, and major repair works are completed during summer vacation. The college has a well-maintained generator system to ensure that power is available at all times. Technical requirements and other infrastructure facilities are maintained on a regular basis by a separate electrical and technical maintenance team. Fire extinguishers and First Aid Kits are maintained on a routine basis and are refilled before their expiry dates. Each department has a sufficient housekeeping staff for general cleaning of classrooms, labs, auditoriums, seminar halls, playgrounds, restrooms, and roads etc., The college offers transportation to the students and faculty members.

The transportation committee has been formed to address and resolve transportation challenges. There are sufficient parking facilities for two-wheelers and four-wheelers. For safety reasons, sufficient security personnel have been assigned. CCTV cameras have been installed in strategic locations for the safety of staff and

students. Maintenance of Academic facilities Classrooms: Academic facilities such as classrooms and seminar halls are checked and maintained by Members of the technical team on a regular basis. The required classroom facilities are provided by the respective departments, and any repair or damage is identified immediately. Furniture and classroom equipment are cleaned and maintained on a regular basis. Laboratory Equipment: The stock register is kept on each department to keep track of the chemicals, glassware, and other laboratory equipment. Each departmental laboratory has lab assistant and lab attendants for the proper maintenance of the laboratories. For any kind of maintenance or repair, the laboratory staff in-charge is informed to report to the Head of the Department, and she/he forwards it to the Principal and the repair work is carried out by the concerned service person In the case of any maintenance is required, the instruments and equipment are serviced by the suppliers from whom they were purchased. A separate maintenance record is kept with the details of maintenance entries, such as the name of the instrument, date, and the repair description. First aid box and fire extinguisher are provided wherever necessary.

Sports: To develop the necessary sports skills, the college offers various sports facilities to the students such as necessary sports equipment, courts, grounds, etc., which is well utilized by the students and staff. The playground is cleaned and all the courts are marked before the start of the academic year. Sports facilities like gymnasium, indoor and outdoor are provided and maintained by physical education personnel. Stock verification of the sports equipment is conducted at the beginning of the academic year.

Library: The working hours of the library are from 8:55am to 6.00pm. All the books in the library are arranged according to their classification. The Library supports staff members to help in maintaining the books and the other infrastructure in the library. Students are allowed inside the library only after ensuring their valid identity card. Books are issued only on their identity card. Students are instructed to check the books while borrowing and they will be responsible for damage at the time of return. Books should be returned on or before the due date stamped, if they returned after the due date, fine will be charged for the delayed period. If the books are lost, and then the students shall replace the same edition or the latest edition of the book. The students can access the reference books in the reference section. A regular stock verification

process is carried out by the separate staff members. A file is maintained, which contains the stock verification reports achieved at distinct intervals. Physical verification of the library stock is the manner carried out every academic year. It gives the overall picture of the available books in the library. On request from each department, a list of required books are prepared and procured for the next academic year. There is a library committee which allows in guiding the library for powerful offerings. The library committee meets at regular durations for selection of books. The departmental library is taken care of by the staff in-charge of the library in each department and the support staff.

Computers: The College has an adequate number of computers. Computers are maintained by the internal faculty members. Each computer laboratory has a technical staff, who ensures proper handling of computers. All relevant software's, such as browsers, Microsoft Office, lab software, and antivirus software, are installed and maintained by each department. All laboratories are maintained on a regular basis. The responsible lab programmers and system administrator manage minor technical issues that arise with computers. Power backup is implemented on the main server and accessories. The log book keeps track of how information and communication technology is used for teaching and learning. Students are taught to properly observe standard operating procedures when using systems in order to avoid system failure due to incorrect use.