



# UNNAMALAI INSTITUTE OF TECHNOLOGY

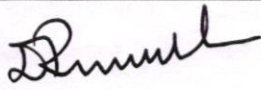

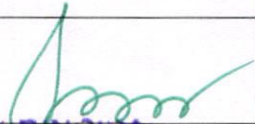
SubaNagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

## MAINTENANCE POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/005	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
D. BAKIALAKSHMI Administrative officer	Dr. S. Mathuramohan IQAC coordinator	PRINCIPAL Unnamalai Institute of Technology Suba Nagar, KOVILPATTI-628 502 Thoothukudi (DT)



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## Maintenance Policy

To ensure that our students are prepared to serve as useful and responsible citizens of our country, the Office Administrator of Unnamalai Institute of Technology works to maintain a safe and healthy environment with a fully integrated team and a maintenance system through routine inspections, follow-up, and enforcement.

The concerned staff members are coordinated by the Office administrator, who is also ultimately responsible for the upkeep of the infrastructure. Four maintenance committee members from diverse departments support him. Aside from routine maintenance, any significant remodelling or repair work is reported to the management through the principal, and if necessary, outsourcing to the right agencies is completed.

To maintain and upkeep the infrastructure campus facilities and equipment, the following activities are taken by the college.

### **Maintenance of Physical Facilities**

The Office administrator and their team members keep an eye on the upkeep and cleanliness of the hostel buildings, staff lounge, student amenity spaces, classrooms, labs, furniture, campus grounds, and sports facilities. The Office Administrator and his support staff are in charge of monitoring and maintaining the transportation facilities.

Comprehensive Infrastructure Maintenance Policy at Unnamalai Institute of Technology

### **1. Introduction**

Unnamalai Institute of Technology (UIT) holds a steadfast commitment to fostering an educational environment that is not only intellectually enriching but also safe and conducive to learning. Recognizing the critical role of infrastructure in shaping the educational experience, UIT has instituted a Comprehensive Infrastructure Maintenance Policy. This policy is meticulously crafted to ensure the seamless operation and sustained quality of all physical, academic, and support facilities within our esteemed institution. Under the vigilant leadership of the Office Administrator, a robust and integrated team, coupled with a systematic maintenance system, is deployed through a strategic combination of routine inspections, diligent follow-up, and rigorous enforcement.

### **2. Maintenance Committee and Coordinated Oversight**

#### **2.1 Formation of Maintenance Committee**



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A dedicated Maintenance Committee presided over by the Office Administrator, has been constituted to oversee and execute maintenance activities across the institution. This committee is strategically composed of four members from diverse departments, bringing a wealth of expertise to the table and ensuring a holistic approach to infrastructure management.

## **2.2 Coordinated Leadership**

The Office Administrator, as the apex custodian of infrastructure upkeep, assumes the pivotal role of coordinating the efforts of the maintenance committee. This orchestrated leadership ensures a unified and coherent approach toward maintaining a safe and healthy environment conducive to the pursuit of academic excellence.

## **3. Infrastructure Maintenance Activities**

### **3.1 Vigilant Oversight of Physical Facilities**

The Office Administrator and their diligent team maintain a watchful eye on the upkeep and cleanliness of various crucial areas, including hostel buildings, staff lounges, student amenity spaces, classrooms, labs, furniture, campus grounds, and sports facilities. Additionally, transportation facilities are subject to their meticulous oversight.

### **3.2 Classroom, Furniture, Seminar Halls, and Auditorium Maintenance**

Responsible block class room staff in-charge attendants take charge of managing furniture and instructional materials in classrooms, ensuring a conducive learning environment. Dedicated staff oversee the maintenance of seminar halls and auditoriums, pivotal spaces for academic meetings, seminars, conferences, and cultural events.

### **3.3 Laboratories & Lab Equipment Maintenance**

Technicians and lab staff in charge assume responsibility for the maintenance of individual labs, providing periodic reports to the department head. Major repairs are subject to approval by the Principal, with external expertise sought when deemed necessary. Users are equipped with standard operating procedures, and stringent oversight is maintained through meticulous log book registrations.



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## **3.4 Annual Maintenance of ICT Facilities**

Annual maintenance encompasses critical tasks such as software installations, antivirus updates, and upgrades. Electronic devices, including projectors, laptops, printers, and photocopiers, are diligently maintained to minimize e-waste. The responsibility for maintaining campus Wi-Fi lies with the dedicated personnel in the campus computer lab.

## **3.5 Sports and Games Facility Management**

In addition to academic pursuits, UIT places a significant emphasis on sports and physical activity. The staff member in charge of the Physical Education Department oversees and maintains sporting goods, exercise equipment, playing fields, and other sports facilities. Monthly ground-level maintenance is conducted, and the fitness lab's expensive equipment is subjected to annual maintenance.

## **3.6 Campus Cleanliness**

Daily upkeep is entrusted to the housekeeping team, ensuring the cleanliness and hygiene of the campus. A rigorous cleaning regimen, including twice-daily cleaning of toilets, underscores our commitment to providing a hygienic environment.

## **3.7 Annual Stock Checking**

Designated coordinators and staff in-charge conduct an annual inventory check of all assets, including lab equipment, stationery, ICT resources, and sports equipment. The consolidated report is meticulously prepared and submitted to the Principal for necessary action.

## **3.8 Replacement of Equipment/ Electronics /Computers**

Procedures for replacing deteriorated assets adhere to stringent regulations to prevent e-waste. Old devices and laptops are repurposed in accordance with regulatory guidelines. Outsourced IT infrastructure maintenance and repair, including software updates by computer hardware technicians, are conducted as necessary.



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## **3.9 Library and Library Resources Management**

Library staff receives specific instructions on handling and caring for library materials, especially during processing, shelving, and transportation. Dust accumulation on books, journals, or publications is strictly prohibited, and frequent and thorough cleaning is conducted. The library staff periodically maintains the reading area and conducts inventory checks of the book collection.

## **3.10 College Buses Maintenance**

The transport coordinator, supported by the staff member in charge, assumes responsibility for maintaining college buses. At the conclusion of each academic year, prompt maintenance is conducted, with outsourced repairs arranged as necessary.

## **3.11 CCTV Maintenance**

UIT boasts a robust CCTV system with four cameras strategically installed across campus. Monthly inspections, along with coordinated staff and contracted experts, ensure any required repairs and maintenance are promptly addressed.

## **3.12 Maintenance of Other Amenities**

Annual maintenance contractors oversee the campuses' water purifiers, ensuring a continuous supply of safe and sufficient drinking water. Fire extinguishers, strategically positioned throughout the buildings, are diligently maintained, with a comprehensive record of their frequency, due date, and refilling status meticulously tracked by the coordinator and staff in charge.

## **4. Emergency Maintenance**

The maintenance team, under the guidance of the coordinator, is equipped to handle daily running repairs, including changing light bulbs, addressing water leaks, clearing blocked drains, repairing locks and door handles, and other minor repairs requiring day-to-day maintenance checks. This proactive approach ensures a friendly learning environment on the college campus, contributing to the benefit and welfare of the students.



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## **5. Conclusion**

Unnamalai Institute of Technology's Comprehensive Infrastructure Maintenance Policy epitomizes our unwavering commitment to providing a secure, well-maintained, and conducive learning environment. Through meticulous oversight, strategic planning, and proactive maintenance, UIT aims to not only sustain but enhance the quality of its physical, academic, and support facilities. This policy is a testament to our dedication to ensuring that students and faculty members thrive in an environment that prioritizes their well-being and facilitates optimal learning experiences.