

Procedures and policies for maintaining Infrastructure

Physical Facilities:

Karpagam Academy of Higher Education provides an excellent academic ambience with proper maintenance of physical facilities and laboratories. Buildings and support facilities in the campus are periodically maintained by a separate estate office that include technical staff such as managers, site supervisors, draftsmen, fitters, plumbers, electricians, carpenters, mechanics, painters etc. Waste removal, recycling, maintenance and cleaning of rest rooms, roads, gardens, lawns, etc., are maintained by inhouse team and outsourced agencies. The institution has separate maintenance contracts for the Sewage Treatment Plant, pest control, garden maintenance, housekeeping and security services those are supervised by estate manager. The STP is monitored by department of Civil Engineering for maintaining the quality of outlet water which is utilized for gardening. Water treatment systems are monitored by the Department of Chemistry for continuous provision of potable water. The institution has two water tanker Lorries which are used for supplying water during the period of water demand. A team of electricians in the power house maintains the power house and generators as well as elevators. Additionally, elevators are periodically serviced by the supplier. Seminar halls attached with the departments are maintained by the respective department support staff.

Academic and Support Facilities

In the beginning of the year, annual maintenance contract (AMC) is given wherever necessary. The University sets the budget towards maintenance and management related works and for continuous upgradation of its facilities. The maintenance section has the procedures to be followed while requesting for the maintenance or management of their facility or equipment or other needs. As a policy, all requests for physical changes alterations, renovations, new construction, repair, and maintenance of campus buildings, infrastructure and grounds must be submitted to the maintenance section through a work order request for approval and/or implementation.

- i) **Computer Facilities:** A separate computer service centre with a team of technicians under a service and maintenance engineer maintains and services the computers, printers and all other communicative systems in the campus. Software installations as well as hardware installations are also taken care by the team. Purchase of equipment including program specific software and hardware is decided by the purchase committee which scrutinizes and negotiate with suppliers who have submitted the quotation for specific hardware and software. This precedes the request for the specific software and hardware by the department to the Registrar. There is a coordinator for the Computer Service centre who monitors the use and maintenance of computer labs in the campus.
- ii) **Laboratory Furniture:** Lab fittings and fixtures and furniture are maintained by institute's plumbers, carpenters and electrician teams. All the laboratory equipment is periodically serviced and calibrated by suppliers. Lab technician consults the Head of the Department on lab related maintenances. A separate workshop takes care of furniture maintenance.

iii) **Sports:** Sports facilities are well maintained by ground markers and ground staff. Equipments are maintained by the workshop.

The Campus Maintenance Committee reviews the works under progress and completed every quarter and gives its recommendations to the authorities of the University.

