

***4.4.2 There are established systems and procedure for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***

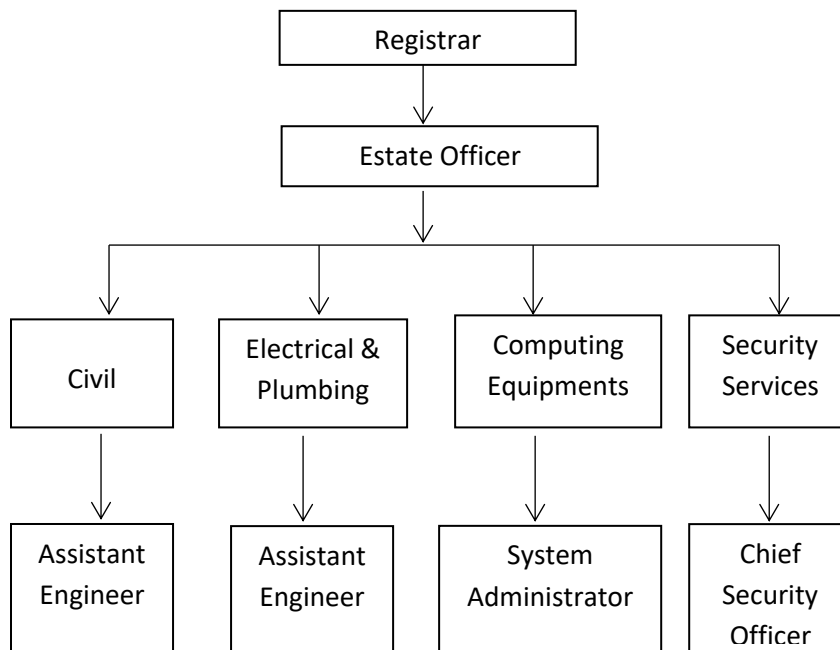
## **Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities**

Policy Details of Systems and Procedures for maintaining and utilizing physical, academic and support facilities.

### **Estate Maintenance**

- To establish a separate Estate Maintaining Wing with adequate support staff.


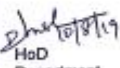



The organizational structure of Estate Maintenance wing is as follows:



- Estate Maintenance Office oversees the maintenance of buildings and classrooms, electrical fittings, washrooms, gardens and safety & security.
- Adequate in-house staff meticulously maintain health, hygiene, cleanliness and infrastructure to provide congenial learning environment.
- Employed adequate sweepers to clean the entire campus including wash rooms every day. Dust bins are placed in required places.
- **Maintenance of Buildings and Classrooms**
  - To maintain the buildings, class-rooms regularly and repair works are undertaken annually during the vacation periods.
  - To white wash the buildings once in three years and / or depending on the needs.
- **Maintenance of the Furniture and Fittings**

The classroom and office furniture are either in wood and /or steel. The steel chairs / desks, which are rusted are cleaned and repainted every year. Similarly, the wooden items which are broken and need to be repaired are done every year during summer vacation period.
- **Garden**
  - The Green cover of the campus is well maintained by the fulltime gardeners.

- Tree leaves and wooden logs are collected daily and taken to vermi composite yard for converting into manures.

 <b>KARPAGAM ACADEMY OF HIGHER EDUCATION</b> (DEEMED TO BE UNIVERSITY) ESTABLISHED UNDER SECTION 3 OF UGC ACT 1956 POLLACHI MAIN ROAD, EACANARI POST, COIMBATORE - 641 021.	
No. 2101	Date 10.8.19
<b><u>MAINTENANCE / SERVICE REQUEST FORM</u></b>	
I request you to service the following repair in Block Name <u>Sankaram (S Block)</u>	
ClassRoom / Lab Number <u>S 107, S 304</u> Department <u>CS, CA &amp; IT</u>	
<input type="checkbox"/> Tube Light / Choke / Complete Set <input type="checkbox"/> Fan / Switches <input checked="" type="checkbox"/> Door / Collapsible Gate / Window / Glass <input type="checkbox"/> Flooring / Plastering White Colour Washing <input type="checkbox"/> Urinal / Closet / Tap <input type="checkbox"/> Ramp / Lift <input type="checkbox"/> Kitchen Exhaust / Toilet Exhaust <input type="checkbox"/> Others.....	
 HoD Department	Date 10.8.19  Manager Estate Office
Work Completed on 13.8.19	
 HoD Department	Date 13.8.19  Manager Estate Office

**Fig. Maintenance / Service Request Form**

#### - **Laboratory Equipments**

- To purchase laboratory equipments depending on need and to calibrate them periodically.
- To dispose of the broken glass wares through auction.
- To purchase laboratory chemicals basing on the indent submitted by the respective department.

#### - **Computer Systems Maintenance**

System Administrator maintains Central Computing Services Unit for the purpose of development, implementation and maintenance of the security of the IT infrastructure of the Institution. It is an in house servicing section for both software and hardware related issues. Network security is maintained and its services are upgraded periodically.

Maintenance of services like ERP, File server management, Firewall maintenance and Wi-Fi services are carried out.

(Deemed to be University, Established Under section 3 of the UGC Act 1956)

(Deemed to be University, Established Under section 3 of the UGC Act 1956)  
**POLLACHI MAIN ROAD, COIMBATORE - 641 021.**

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## STOCK REGISTER

[illegible]

20/5/20	F25	25	Logitech webcam Ec930	Bala Technology	1 no	17,600	17,600
		20/5/20	NIT USB Extn Cable set		1 no	850	850
							17950
					CUST 9,	1615.50	1615.50
					SUPT 9%	1615.50	
							<u>21,121</u>
15/6/20	F26	29	Desktop Xeon E3 v6)	Intel wise	1 no	48,999.96	48,999.96
		24/6/20	16GB/1TB/2000				
					CUST 9%	4,410.00	4,410.00
					SUPT 9%	4,410.00	4,410.00
					Round off	0.04	
							<u>57,820</u>

(Deemed to be University, Established Under section 3 of the UGC Act 1956)

(Deemed to be University, Established Under section 3 of the UGC Act 1956)  
**POLLACHI MAIN ROAD, COIMBATORE - 641 021.**

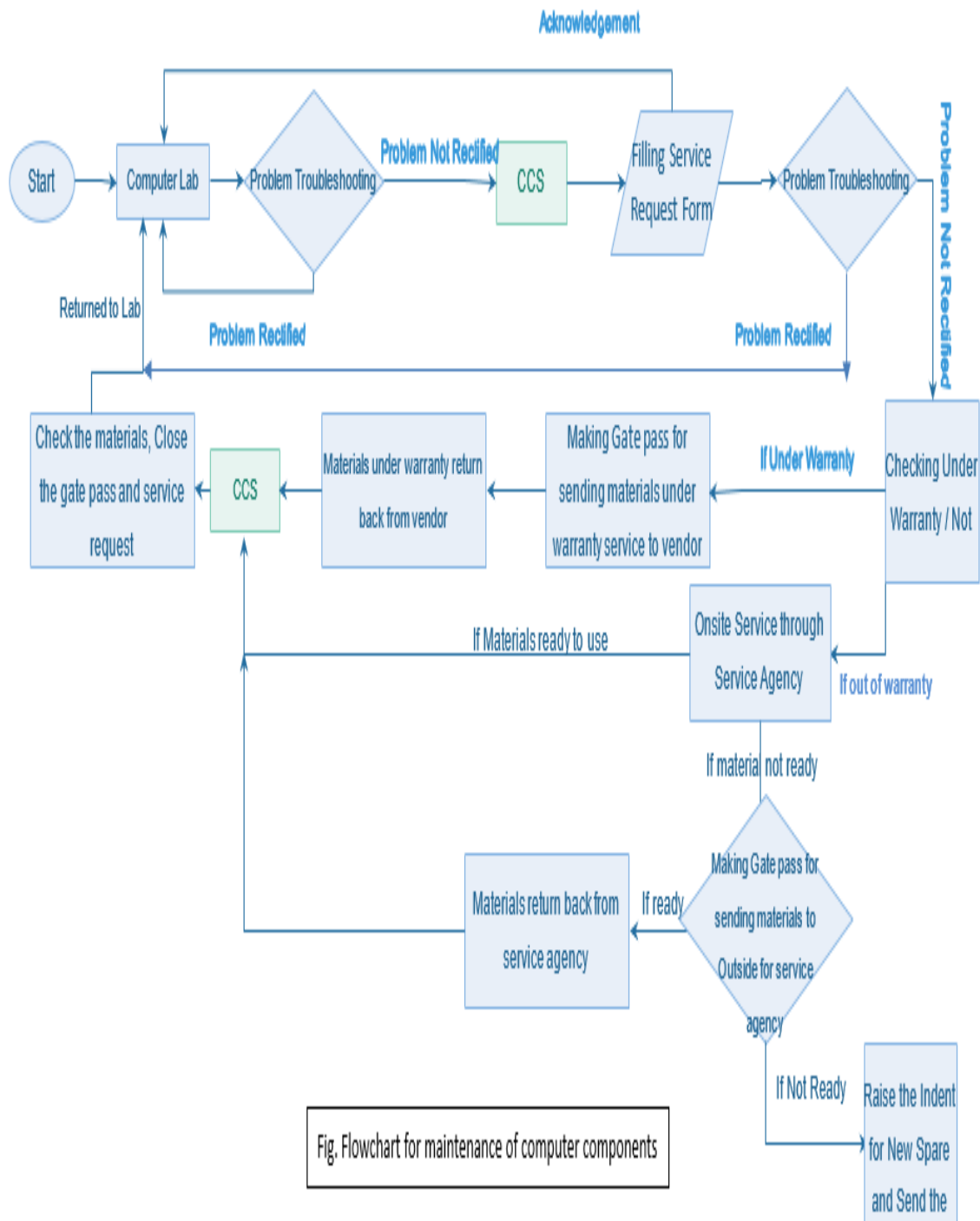
39

## STOCK REGISTER

Date	Ledger Folio	Number & Date of Bill	Details of Items Received	Suppliers Name & Address	Date of Receipt	Value	Director	System Advisor	CEO	Registrar	Remarks
20/2/20	722	458	985 Base 26-10U Edu	Optima systems	1 NO	115605			115605		
		11/2/20	985 Adminstr-10U Edu		1 NO	64197			64197		
			985 Data Prep-10U Edu		1 NO	49417			49417		
			985 Prog-10U Edu		1 NO	64197			64197		
			985 Cat-10U Edu		1 NO	62296			62296		
					CUST 97	3201.65					
					SGST 97	3201.65					
									419,708	30	
6/5/20	722	3	Logitech webcam	Bale Technology	1 NO	17600			17600		
		6/5/2020	BCE950			CUST 97			1588		
						SGST 97			1588		
									207,68	11	



# Computer Component Service (CCS) Work



# KARPAGAM ACADEMY OF HIGHER EDUCATION

Coimbatore - 641 021.

## COMPUTER COMPONENT SERVICE REQUEST FORM

From Sender	KU / CCS / 01.1	CCS No: <b>1105</b>
Lab / Department Name: <u>KICA LAB</u>	Date: <u>18</u> / <u>2</u> / <u>2020</u>	
Block / Floor / Room No: <u>3</u> / <u>2</u> / <u></u>		
Component Name with serial number: <u>GIABYTE MB GA-H61M-WW WITH I3 PROCESSOR</u>		
Fault Detected Date: <u>18</u> / <u>2</u> / <u>2020</u>		
Nature Of Complaint: <u>NOT WORKING</u>		
Component No: <u>SN 1425600076081</u>		
Name & Signature: <u>M. KIRUTHYKA</u> / <u>M. Mg. Lf</u>		
<b>At Receiver End</b>		
Received Date: <u>18</u> / <u>02</u> / <u>2020</u>		
Action Taken on the component: Inhouse service <input type="checkbox"/> Sent for service <input type="checkbox"/> Warranty service <input type="checkbox"/> Paid service <input checked="" type="checkbox"/>		
Form Receiver name & Signature: <u>S. Vijay Anand</u> / <u>②</u>		
<b>On Sending to Service Agency</b>		
Date on Sending to Agency: <u></u> / <u></u> / <u></u>		
Component sending Agency name: <u></u>		
Agency Receiver Name & Signature: <u></u> / <u></u>		
<b>On Return From Service Agency</b>		
Service Date: <u></u> / <u></u> / <u></u>		
Status of the Component: Service <input type="checkbox"/> Non-Serviceable <input type="checkbox"/> Warranty Replacement <input type="checkbox"/>		
Bill No / Invoice No: <u></u> Bill / Invoice Date: <u></u> / <u></u> / <u></u>		
Agency Return Person Name & Signature: <u></u> / <u></u>		
<b>Return After Service To Sender</b>		
Date on which returned to sender: <u></u> / <u></u> / <u></u>		
Receiver Status: <u></u>		
Receiver Signature & Name: <u></u>		
<b>Tech Reference Slip</b>		
Material Submit Date: <u>18</u> / <u>02</u> / <u>2020</u>		CCS No <b>1105</b>
Lab / Department Name: <u>GIABYTE GA-H61M-WW motherboard</u>		
Component Name with serial number: <u>SN 1425600076081</u>		
Component Receiver Signature & Name: <u>S. Vijay Anand</u> / <u>②</u>		

Fig. Computer Component Service Request Form

- **Sports Facilities Maintenance**
  - The Institution has separate play grounds for different outdoor games and spacious rooms for conducting indoor games.
  - To maintain play grounds periodically as they are used continuously by the students.
- **Safety and Security**
  - To ensure the campus safety and security through CCTVs and 'Security Guards'.
- **Library Books**
  - To maintain Library Stock Register, Book Accession Register, Journal Register in the Library.
  - To classify rare and costly books and kept them as 'Reference books'.

### Maintenance of Library

The departments submit their library book requirements every year and the requirements are placed before the Library Advisory Committee and after its approval, the questions shall be called and the publishers who give maximum discount shall be finalized. There is minimum prescribed number of books a staff or student can take at a time which should be returned within a fortnight. There is also a provision that not more than 20% books may be condemned in a year. In case of loss of books by a student, he/ she have to return same new book or reimburse the cost of the book. Frest control of library books and records is done every year to ensure its safety.

The screenshot displays a web browser window with multiple tabs open. The active tab shows a library management interface for 'Karpagam Academy of Higher Education - FASH'. The page title is 'Edit Book'. On the left is a sidebar menu with options: Dashboard, Book Issue, Book Return, Registration, Modifications, Book, Periodicals, Project, Student, Staff, Search, Reports, History, Pending Return, Stock, New Arrival, Surrender, and Logout. The main content area contains a form with the following fields:

Access No	38650	Edition	
Access Date	2020-05-29	Volume	
Call Number	920 GAG	Pages	255
Book Title	GREAT SCIENTISTS	Rack No	
Authors Name	GAGAN JAIN	Row No	
Publisher Name	MAANU GRAPHICS	Price	110
Year of Publishing		Bill No	
Library	CENTRAL LIBRARY	Bill Date	
Department	ENG	Seller Name	
Book Status	AVAILABLE	CD/DVD	None
ISBN Number	81-906324-2		

An 'Update' button is located at the bottom right of the form. The right sidebar contains links: Add New, View List, and My Profile. The bottom status bar shows the time 15:06 and date 6/22/2020.

Fig. Faculty of Arts, Science and Humanities Library

DELNET - Home x Search Home x Shodh Shuddhi | E x Knimbus - Your eL x Inbox (14) - krish... x Nptel, online cours x Karpagam Academ x

Not secure | 172.16.25.200/library/index.php/book/book\_edit

Apps NPTEL IEEE Xplore Digital... E-ShodhSindhu Karpagam Academ... ASME DC Scopus Google National Digital Lib... J-Gate - Largest e-J... Inbox - krishna.n@...

## Karpagam Academy of Higher Education - FASH

Welcome MBALIB!

**Edit Book**

Access No	6333	Edition	
Access Date	2020-02-25	Volume	
Call Number	658.421 MUT	Pages	140
Book Title	GREENFIELDS BUILDING	Rack No	
Authors Name	MUTHU SINGARAM	Row No	
Publisher Name	ATLANTIC PUBLICATION	Price	802
Year of Publishing		Bill No	
Library	MBA LIBRARY	Bill Date	25-02-2020
Department	MGT	Seller Name	
Book Status	AVAILABLE	CD/DVD	None
ISBN Number	9781720259879		

[Update](#)

Dashboard  
Book Issue  
Book Return  
> Registration  
> Modifications  
Book  
Periodicals  
Project  
Student  
Staff  
> Search  
> Reports  
> History  
Pending Return  
Stock  
New Arrival  
Surrender  
Logout

Add New  
View List  
My Profile

15:08  
6/22/2020

Fig. MBA Library

DELNET - Home x Search Home x Shodh Shuddhi | E x Knimbus - Your eL x Inbox (14) - krish... x Nptel, online cours x Karpagam Academ x

Not secure | 172.16.25.200/library/index.php/book/book\_edit

Apps NPTEL IEEE Xplore Digital... E-ShodhSindhu Karpagam Academ... ASME DC Scopus Google National Digital Lib... J-Gate - Largest e-J... Inbox - krishna.n@...

## Karpagam Academy of Higher Education - FASH

Welcome MCALIB!

**Edit Book**

Access No	6460	Edition	
Access Date	2019-11-11	Volume	
Call Number	005.43 N4 WOG	Pages	157
Book Title	FOX PRO 205 FOR WIDOW	Rack No	
Authors Name	WAN .M	Row No	
Publisher Name	BPB PUBLICATION	Price	45
Year of Publishing	1994	Bill No	
Library	MCA LIBRARY	Bill Date	11-11-2019
Department	CS	Seller Name	
Book Status	AVAILABLE	CD/DVD	None
ISBN Number	8170292670		

[Update](#)

Dashboard  
Book Issue  
Book Return  
> Registration  
> Modifications  
Book  
Periodicals  
Project  
Student  
Staff  
> Search  
> Reports  
> History  
Pending Return  
Stock  
New Arrival  
Surrender  
Logout

Add New  
View List  
My Profile

15:09  
6/22/2020

Fig. MCA Library

**Karpagam Academy of Higher Education - FoE / FoA**

Welcome BARCLIB!

**Edit Book**

Access No	<input type="text" value="4432"/>	Edition	<input type="text" value="-"/>
Access Date	<input type="text" value="2019-11-28"/>	Volume	<input type="text" value="-"/>
Call Number	<input type="text" value="720 P19 JAY"/>	Pages	<input type="text" value="156"/>
Book Title	<input type="text" value="ARCHIVING ARCHITECTU"/>	Rack No	<input type="text" value="-"/>
Authors Name	<input type="text" value="JAYASHREE"/>	Row No	<input type="text" value="-"/>
Publisher Name	<input type="text" value="COUNCIL OF ARCHITECT"/>	Price	<input type="text" value="3350"/>
Year of Publishing	<input type="text" value="2019"/>	Bill No	<input type="text" value=""/>
Library	<input type="text" value="B ARCH LIBRARY"/>	Bill Date	<input type="text" value="28-11-2019"/>
Department	<input type="text" value="BARC"/>	Seller Name	<input type="text" value="COA"/>
Book Status	<input type="text" value="AVAILABLE"/>	CD/DVD	<input type="text" value="None"/>
ISBN Number	<input type="text" value="978-93-84204-08-2"/>		

**Fig. Faculty of Engineering / Faculty of Architecture Library**

**Karpagam Faculty of Higher Education - FoP**

Welcome KODEES!

**Edit Book**

Access No	<input type="text" value="2517"/>	Edition	<input type="text" value="1"/>
Access Date	<input type="text" value="2020-03-13"/>	Volume	<input type="text" value=""/>
Call Number	<input type="text" value="570.282P17 CHA"/>	Pages	<input type="text" value="247"/>
Book Title	<input type="text" value="PHARMACEUTICAL MICR"/>	Rack No	<input type="text" value=""/>
Authors Name	<input type="text" value="CHANDRAKANT KOKARE"/>	Row No	<input type="text" value=""/>
Publisher Name	<input type="text" value="CAREER"/>	Price	<input type="text" value="245"/>
Year of Publishing	<input type="text" value="2017"/>	Bill No	<input type="text" value="174"/>
Library	<input type="text" value="PHARMA LIBRARY"/>	Bill Date	<input type="text" value="27-02-2020"/>
Department	<input type="text" value="PHARMACEUTICAL BIOTECHNOLOGY &amp; MICROBIOLOGY"/>	Seller Name	<input type="text" value="VINAYAGA BOOK HOUSE"/>
Book Status	<input type="text" value="AVAILABLE"/>	CD/DVD	<input type="text" value="None"/>
ISBN Number	<input type="text" value="978-93-82322-05-4"/>		

**Fig. Faculty of Pharmacy Library**

#### - Procedure of Purchase

For purchase of all items in the Institution the following procedure is adopted.

- The requirements for laboratory equipments and other equipments such as computer systems, printers shall be submitted by the respective Heads of Departments and sections.
- Once it is accepted in principle, the Registrar will be inviting quotations from the reputed / authorized suppliers. A minimum of three quotations has to be received otherwise re-quotation will be asked for.

- The quotations shall be opened by the Registrar before the members of the Purchase Committee (Constituted by the Board of Management) and all the members including Registrar will sign on the individual quotations.
- Then the Registrar office will prepare a comparative quotation.
- Then the Meeting of the Purchase Committee shall be convened on a particular date and the advance notice of the meeting will also be sent to the suppliers who submitted the valid quotations as per the specifications issued to appear before the Purchase Committee for negotiations.
- On the appointed day of meeting the Purchase Committee shall negotiate price with the suppliers and arrive at a lowest price.
- In case of purchase of high value, specialized equipments are concerned the specialist in the field will be invited as a special invitee to the meeting.
- The Purchase Committee will submit its minutes to the Registrar.
- On approval of Minutes by the Vice Chancellor / Board of Management, the purchase shall be finalized.
- In case of buildings / costly equipments the Tenders will be issued and rate will be finalized as per the Tender Transparency Act.
- In case of chemicals and other frequently purchased items 'rate contract' will be finalized and purchase shall be made.

- **Stock Taking Procedure**

1. Every department maintains a stock register for the office and laboratory equipment and furniture.
2. Proper inspection and verification is done at the end of every year by the Institution.

- **Maintenance Procedure**

During the regular working days, the concerned Head of the Department / Section submits a request to the Estate Office mentioning civil or electrical defects identified in the prescribed preforma and the defect shall be rectified within 24 hours or immediately in the case of emergency and inform the action taken to the Registrar.

- **Annual Maintenance Contract (AMC)**

Optimums working conditions of all equipments is ensured through Annual Maintenance Contract wherever applicable. Maintenance of Generators /UPS, Air Conditioners, CCTV Cameras, water purifier and Lifts come under the purview of AMC.