



# **SNS COLLEGE OF TECHNOLOGY**

*(An Autonomous Institution)*



**Approved by AICTE, Recognized by UGC &  
Affiliated to Anna University**

**Accredited by NBA-AICTE, NAAC-UGC with 'A+' Grade**



## **POLICY BOOK**

**SNS KALVI NAGAR, SATHY MAIN ROAD (NH 209),  
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COIMBATORE -641035.**



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## **11.MAINTENANCE POLICY**

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### **11.1 Library Maintenance:**

- Each book is assigned an accession number, which is kept in the Book Stock Register.
- Staff and Students visit the library to use the books, visitors' information is kept on the file in E-Gate register on a daily basis.
- A transactions register is kept in the library for the issue and return of books.
- A gate entry register is kept for the Digital Library.
- Periodicals and non-book items are kept up to date every year.
- Every day, 5 daily newspapers are kept in the library.
- Once a year, the newspapers are disposed of based on the date of purchase.
- Fire extinguishers are kept in the library to manage/safeguard in case of a fire.
- Feedback from staff and students are received periodically in order to improve the Library.
- Old books, journals, and periodicals are bounded to avoid damages.
- Physical stock verification is performed in the Library once a year.
- Every day evening, the library's book shelves are reorganised.
- Every morning, all section furnitures are cleaned.
- Every day, the working conditions of all computer systems and printers are examined.
- Computer systems and printers are cleaned on a daily basis.
- Every day, the library floors and book stack area are cleaned.
- Every week, all electrical components are inspected.

### **11.2 Laboratory Maintenance Procedure (Computer Lab):**

- Under the supervision of the HoD, the technician in charge does regular maintenance work as per the maintenance schedule, which is then reordered in the maintenance register.
- The IP peripherals of the system are maintained and serviced in accordance with the contained method.
- Stock registers are kept separately for consumables and non-consumables.
- Consumables are verified at the beginning of every semester. Non-consumables are serviced every year by the Lab Technician. If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to attend the service.

- In response, the supplier/manufacturer may visit the campus and service the same, for which a service charge will be charged. If the supplier wants to take the system peripherals to their location for repair, the malfunctioning equipment will be returned to the company after proper approval.
- Upon receipt of the malfunctioning system peripherals, the supplier will provide with an oral service estimate. If it is acceptable, the equipment is repaired and serviced.
- At the end of the semester, the maintenance work is cross-checked by the faculty in-charge and the HoD. Every year, inter department stock verification is done. System maintenance in the Laboratories is done based on the need.
- UPS maintenance is also done periodically and based on the need; it is processed immediately.

### **11.3 Classroom Maintenance Procedure:**

- The classrooms are well-furnished, and the desks are well organised.
- The Green board is cleaned after each session by the faculty concerned, and it is cleaned with water in the evening by an attendant every day.
- Every week, the classrooms are cleaned twice.
- Students are instructed to dispose of waste in the trash bin kept for the same.
- For electrical faults like fan tube lights, the student representative will notify the Class advisor. The class advisor will notify the section concerned (Work Section/Electrical Maintenance Section) via the Head of the Department for quick repairing.
- The projector in the classrooms is ensured to be turned off when the students leave the classroom every day, and the lights and fans in the classroom are turned off by the students themselves when they leave the classroom.

### **11.4 Maintenance of Audio-Visual Equipment's:**

- The LCD projectors are tested for proper operation and brightness. Its air filters are cleansed in response to notifications from the projectors.
- If the LCD projector cannot be maintained by the in-charge technician (for example, bulb replacement and comprehensive cleaning if the illumination is dull), service workers from outside are called on payment basis.
- The pad controls in the mixer units of audio systems are cleaned once a semester.

- During the semester break, microphone wires and sockets are examined for correct soldering and terminal tightness.
- The speaker line and speakers are verified for correct terminal connections and earth connections.

#### **11.5 College vehicle maintenance schedule:**

- The Transport is given as lease to the external vendor they properly check the working condition of the vehicle regularly.
- A separate Transport Department is fully functioning in the Institute with Transport manager. He takes care of the bus timing and other necessary arrangements whenever required.
- The transport manager regularly monitors the working condition of the vehicle like, Grease, Oil level in the engine, distilled water level in the battery, joint bolts & wheel bolts, radiator coolant refilled or not and water servicing.

#### **11.6 Maintenance of CCTV surveillance camera**

- In addition, technician in-charges will provide maintenance service in response to requests from various departments.
- The major equipment, such as NVRs and cameras, will be maintained and monitored on a daily basis by a campus-wide centralised NVR monitoring facility.
- If the technician is unable to repair the defect, the supplier/manufacturer will be notified of the nature of the problem and asked to come to the institution for service.
- If the supplier requires that the equipment to be repaired in the approved service centre, the malfunctioning equipment will be forwarded to the repair centre via them.
- When necessary, the above maintenance work is cross-checked by the Professor in charge of the System group.

#### **11.7 Maintenance of Networking & Intranet:**

- Every day, system administrators will do regular maintenance in response to requests from various departments.
- The status of the access points will be reported to the system maintenance, and the maintenance work will be reviewed.
- Network administrators and lab technicians adopt and maintain Intranet addresses.