



P.A. COLLEGE OF ENGINEERING AND TECHNOLOGY

An Autonomous Institution

Approved by AICTE and Affiliated to Anna University

Accredited by NBA (CSE, ECE, EEE & MECH) and NAAC with 'A' Grade

Pollachi-642 002. Phone: 04259 – 221386, 221387 Tele fax: 04259 – 221386

An ISO 9001:2015 Certified Institution

Web: www.pacolleges.org / e-mail: pacollege@yahoo.com



Policy and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.



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The institution has defined procedures for maintaining physical, academic and support facilities as per the maintenance policy.

MAINTENANCE SECTION:

- There is a centralized maintenance section which is headed by a Maintenance engineer and supported by skilled technicians. This section takes care of maintenance of infrastructural facilities which includes plumbing works, electrical, carpentry, masonry and sewage works. The section receives maintenance requirements from the departments and other sections and undertakes the necessary work following Internal operating procedures under the directions given by the concerned head of the department.

INTERNAL OPERATING PROCEDURE:

- Any problem that persists in a department is represented to the maintenance in charge through letter/mail.
- The in charge deputs a skilled person/technician to attend the problem.
- The skilled person will resolve the problem on site if no additional material is required.
- In case of material requirement, it is received from the maintenance section through an indent. If the material is to be procured from outside, permission is to be obtained from the maintenance in-charge / Head of the Institution and arrange for procurement of material to resolve the problem.

1. Physical Facilities

Electrical Maintenance:

- Monthly monitoring of electrical equipment such as Generator, UPS, and Batteries is done and its Status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.
- For replacement of any part, quotations are invited and part is procured as per the centralized purchase procedure, the work done by the service provider will be verified by the respective authorities and a report on Completion of work is submitted to the Principal.



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Building Maintenance:

- A Civil Engineer and a Supervisor are responsible for new construction works and the civil maintenance of buildings including laying and maintenance of the plumbing, water pipe lines, and sanitary fittings following the internal operating procedure.
- Annual inspection is done for Fire Safety by AP state Disaster Response and Fire Service Department.
- Pest Control maintenance is done periodically.

Furniture Maintenance:

- The Department of Mechanical Engineering maintains the central workshop facility which provides the services including custom fabrication of cabinets, desks, counter tops, installation of doors and windows, and frames for displaying banners.
- The internal operating procedures are followed for maintaining the furniture in the institution.

Network / Wi-Fi Maintenance:

- The functioning of college intranet and internet facility is monitored and maintained by the Hardware technicians in association with Network administrator of CSE Department.

2. Academic Facilities:

Library:

- Central library supports text books, reference books, journals and periodicals for issue to students, staff and faculty.

Class Rooms:

- Every Department has a faculty in-charge who will periodically check the condition of classroom/laboratory amenities like benches, chairs, black boards, fans, lights and LCD's.
- The in charge will resolve the problem through the Head of the Department following the internal operating procedure.



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3. Supporting Facilities:

Sports:

- The playground and sporting equipment including Gym facilities are regularly available and maintained under the supervision of Physical Director.

NSS:

- The College encourages the students to participate in social and nation building activities.
- It aims to motivate the students to identify the needs and problems of the community and involve them in problem solving process.

4. Other Facilities:

- The Institute has RO plant, which provides 24X7 drinking water facility. Sufficient number of watercoolers is available in the departments to provide clean drinking water. Periodically the Quality of water is tested in the Environmental Engineering laboratory.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, seminar halls and Laboratories, etc. Wash rooms and rest rooms are well maintained.
- The Green Cover of the campus is well maintained by full time gardeners.
- The campus security is monitored through surveillance Cameras and is maintained by supplier.
- The college has Canteen facility where subsidized food is available for staff and students.



PRINCIPAL

P.A. College of Engineering & Technology,
Palladam Road, Pollachi - 2