



**SRI RANGANATHAR**  
**INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
(An Autonomous Institution)



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)  
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# INTERNAL QUALITY ASSURANCE CELL

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### PROCEDURES AND POLICIES FOR SUPPORT FACILITIES



## QUALITY POLICY FOR MAINTENANCE

### Procedures and policies for support facilities

The SRIET has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories.

- The maintenance committee is headed by the **HR Manager (HR)** and **Management Representative (MR)** who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Management Representative and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor-wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working conditions of the infrastructure.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly for each floor. Wash rooms and rest rooms are also well maintained. Dustbins are placed in every floor. The gardening area of the campus is well maintained by a full time gardener.
- Optimum working condition of all equipment's on the campus is ensured through annual maintenance. The annual maintenance includes maintenance of Generator, Air Conditioners, CCTV cameras, Water Purifiers etc. Apart from that SRIET provides trained in-house electricians and plumbers.
- Central Library is maintained by trained Librarian Technician and Staff.
- Laboratory Technicians function under the supervision of heads of the departments for maintenance and best uses of instruments in the laboratory inside college premises.
- Facilities for vehicle parking and security of the campus are efficiently maintained with proper rules.
- Sufficient ground facility provided for students in order to practice and participate in sports activities.
- Every department maintains a stock register for the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The civil and electrical works are adequately monitored and maintained by the concerned persons.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed at the end of every semester so as to keep things ready for the new semester.