



MAHENDRA ENGINEERING COLLEGE

(Autonomous)

Accredited by NAAC 'A' Grade & NBA Tier-I (WA) UG: CSE,ECE,EEE
Mahendhirapuri, Mallasamudram, Namakkal Dt. - 637 503.



Procedure for Maintenance

The College has well established standard systems and procedures for maintaining the Physical, Academic and Support facilities. The Faculty and Staff In-charge ensure various aspects of utilization and maintenance of the Physical, Academic and Support facilities Classrooms, Laboratories, Library, Computers, Hostels, Sports complex, etc.

The proper working of equipment in all Laboratories is ensured by the Lab Technicians and minor preservation such as installing, replacement of parts are carried out by them as and when needed and the same is documented in service register. Stock register is maintained in all Laboratories and audits are conducted to check the availability and working condition of the equipment every year.

- Lab stock register is maintained and updated by the Lab Faculty in-charge and Technicians.
- Proper functioning of equipment in all laboratories is ensured by the Lab Technicians.
- Breakage, if any, is reported to the Head of the Department and Lab Faculty in-charge, and appropriate measures are taken for quick repair functioning of the equipment.
- Students are given proper instructions to work with the equipment safely and efficiently.
- All Computer Laboratories are under the supervision of the System Administrator, who maintains the efficient working of computers and accessories.
- The equipments like printers, scanners, etc., are backed up by UPS on regular basis.

Library usage guidelines

- The regular upkeep and maintenance of the Library is done by the Library staff
- Book circulation register is used for maintaining the Library usage
- The Library staff will make the entry of the issue, return, and renewal of books in Library using OPAC software.



- The Library stock is intermittently verified and maintained.
- The Library staff will list down the new books to be included in the Library and based upon recommendations of the departments and permission from Principal and approval from Management, it is updated in the Library.
- The new technical books are also included in the Library periodically as per the recommendation of the Heads of the Departments.
- Due dates for renewal and returning books are observed regularly.
- Any inconsistency in the returned book or damage, fine amount is collected from the students and faculties.
- After reading newspapers, journals or special reports, they are kept in appropriate places.
- Library staff provide the login for access to DELNET or any e-journals.

Bus Maintenance

- The drivers check the tire pressure at the start.
- The drivers inspect the light, bulbs throughout the vehicle.
- The cleaner wipes and clean the seats regularly.
- The drivers check the fuel level of the bus break condition at the start.
- The transport in-charge monitors and coordinates the bus routes and timings.

Sports Maintenance

The College has Sports Complex and spacious Playground. The Indoor and Outdoor Games Equipment, Courts, Playground and Gym are supervised and maintained by the Physical Education Director and the Sweepers of the College.

- The grounds are maintained at regular intervals by the rollers by the marker of sports department.
- The grounds are marked periodically.
- The gym equipment is cleaned and lubricated properly.
- The sports equipment is checked and serviced at regular intervals by Physical Director.

Sewage Treatment Plant Maintenance

A Tank (watertight, underground container) is used for receiving, treating, and settling human waste. The solids settle to rock bottom of the tank and become sludge, while oils and other light material float to the surface, forming a scum layer.



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When the tank is functioning properly, anaerobic bacteria can reduce the solids by 50-60%. The liquid between the sludge on rock bottom of tile tank flows out of the tank into the dispersal area. Further treatment occurs within the soil, before entering the bottom water table.

The sludge and surface oils remaining within the tank got to be pumped out regularly. Sewage systems should be inspected regularly and they usually need servicing every 2 to 5 years, depending upon the volume of daily sewage flow.

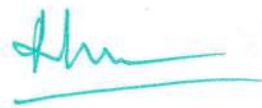
Preventing problems in sewage system:

- In areas where frost penetration may be a problem, insulate the most pipe and dispersal area with a generous layer of straw during winter months.
- Insulate the septic tank and pipe connection from the house as well.
- Use snow fences to mark maximum insulation from snow cover.
- If water pools up on a dispersal area, seek advice from an authorized person.
- Do not let any vehicles, including snowmobiles, drive or park where the disposal system has been built.
- Do not flush paints, solvents or any toxic chemicals down the rest room.
- Do not plant large trees, shrubs nearby the disposal system. Roots may affect the dispersal area.

Garden Maintenance

In our College, we are maintaining the garden through regular watering, thinning, weeding, fertilizing, mulching, composting, and monitoring for pests. These activities promote healthy plants. The garden provides all live basic needs of plants such as water, light, nutrients, air, and a place to grow. We have wide green gardens on the campus.




Principal
17/02/2020