

# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

Dr.D.Senthil Kumaran, B.E., M.E., Ph.D  
Principal

SSMIET/314/October/2023

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## MAINTENANCE POLICY

The purpose of the Maintenance Policy is to ensure efficient, safe, and effective operation of facilities, equipment, and assets. This policy applies to all buildings, grounds, infrastructure, and technology owned or operated by the institution.

### Responsibilities:

The Administrative Officer is responsible for the overall planning, coordination, and execution of maintenance activities.

### Classroom Maintenance:

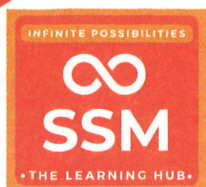
- Regular inspections of classrooms identify problems and address them.
- Inspection criteria may include furniture condition, whiteboard/chalkboard condition, electrical fittings, overhead LCD projectors, Notice boards and overall cleanliness.

### Laboratory Maintenance:

- Regular inspection and maintenance of laboratory equipment's.
- Calibration schedules for sensitive instruments.
- Following the schedules and periodical procedures for maintaining a clean and organized lab space.
- Proper disposal of waste materials.
- Emergency exit ways and fire extinguishers should be inspected regularly.
- Availability, utilization, updation of safety measures and first aid boxes.

### Seminar Hall / Auditorium Maintenance

- Regular checks on the condition of chairs and other furniture.
- Regular checks on lighting and sound systems to ensure optimal conditions for presentations.
- Procedures for addressing issues related to lighting and acoustics.



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## Sports Amenities Maintenance

- The indoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervision and maintenance by the Physical Director.
- Maintenance of first aid kits for emergency response in the case of accidents or injuries.
- Ensuring the availability of ambulance for emergency purposes.

## Maintenance of other Facilities

- Ensuring regular maintenance of the RO plants, RO water dispensers to provide continuous access to pure and safe drinking water.
- Overseeing and managing all transportation facilities within the institution by the public relation officer (PRO) who is also fixed as the transport in-charge.
- Monitoring the campus security via surveillance cameras, security personnels. The responsibility for the maintenance is done by the system admin of the institution.
- Maintaining the college canteen, kiosk facilities in neat and hygienic manner by the canteen manager.
- Maintaining of UPS, batteries, electrical fittings by the electrician(s) of the institution for smooth run of the regular theory and the computer related lab classes.
- Organizing and overseeing maintenance of the library by the librarian is entrusted with the task of scheduling and coordinating of all operations within the library.

Faculty, staff, and the students who observe any maintenance needs should immediately report to the Principal and AO through the department head for further corrective actions to ensure all the maintenance activities comply with health, safety, and environmental regulations.



  
PRINCIPAL

Dr. D. SENTHIL KUMARAN, M.E., Ph.D., (NUS)  
Principal  
SSM Institute of Engineering and Technology  
Kuttathupatti Village, Sindalagundu (Po),  
Palani Road, Dindigul - 624 002

 0451 - 2448800-2448899  0451 - 2448855

 Dindigul - Palani Highway, Dindigul - 624 002.

 ssmietdgl@gmail.com