



Sri Dharmasthala Manjunatheshwara College
(Autonomous), Ujire-574 240, Dakshina Kannada, Karnataka State

4.4.2

Campus Maintenance Policy

SRI DHARMASTHALA MANJUNATHESHWARA COLLEGE (AUTONOMOUS)

UJIRE-574 240

DAKSHINA KANNADA, KARNATAKA STATE

(Re-Accredited by NAAC at 'A++' Grade)

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CAMPUS MAINTENANCE POLICY

Preamble:

A Clean and Tidy Campus always is a Coveted place for staff, students, and the public. The SDM Institutions have a long tradition of Swachh campuses. The inspiration to the institution is from Sri Dharmasthala Khsethra Temple which was recognized as the **Best Clean Temple** in India. The mission of the institution is to provide the best of infrastructure, the best of clean surrounding, the best of discipline and culture, the commitment and ethical values. Therefore the policy for maintenance of campus is embedded in the day to day functioning of the college.

Policy:

Maintenance is done through repair, partial replacement and total replacement. The Institution is committed to provide a beautiful and congenial place for learners in the campus. The Maintenance committee appointed for maintenance is responsible for managing all the infrastructure and property of the institution through the most cost effective manner possible by maximizing the useful life of the entire infrastructure and for providing the best service to the stakeholders especially.

Objectives:

1. To provide a clean and learner friendly hygienic surrounding to all stakeholders
2. To undertake the most effective waste disposal system
3. To provide hundred percent security in laboratories where chemicals and machines are used



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4. To provide the best quality furniture and other instruments.
5. To prevent minor major breakdowns leading to the loss of inventory or other significant equipment
6. To keep the entire infrastructure safe and intact.
7. To have a control over unnecessary expenditure over the expensive machines, gadgets.

Methodology:

1. A system of priorities for work requests- working procedures: written or online/oral work order/complaint has to be registered with the Maintenance committee
2. The committee shall direct the specific person to attend the work and ensure that it is set right either by replacing/repairing. Incase repair of a computer requires a few days for repair, the committee should see that alternative computer is provided during the repair work.
3. The committee based on the complaints received identifies the equipment for maintenance and technique for maintenance, Categorizes maintenance into routine, priority and emergency, Plans maintenance considering cost, time, space etc, Material planning for maintenance requirements, Budgets time and money requirements.
4. The committee shall seek prior permission from the Head of the institution if any instrument is to be replaced and place order through proper channels and to take up the steps to maintenance.




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