

PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee is headed by the administrative officer who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the administrative officer 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 condition 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 periodically by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are

Well maintained. Dustbins are placed in every floor and class room. The Green Cover of the campus is well maintained by a full time gardener. The preview includes maintenance of Generator, Air Conditioners, and Water Purifiers.

The college has trained in - house electricians and plumbers. Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. Parking facility is well organized. Proper inspection is done and verification of stock takes place at the end of every year.

Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester. Administrative officer and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.

- Log book of data is maintained to check the cleanliness of the wash room every day
- The non-teaching staff is also trained in maintenance of science and computer equipment.
- The housekeeping staff looks after the maintenance of rest rooms, approach roads and neatness of the entire premises.
- Preventive maintenance are regularly executed and monitored. (Electrical Maintenance of Generator, UPS and Batteries)
- Monitor electrical equipment such as Generator, UPS, and Batteries monthly and enter the condition/Status of equipment in Log book.
- The fire extinguisher are checked periodically and the maintenance is done accordingly
- Call the contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report.
- Job order is created and the maintenance of the equipments is executed
- The replacement of any part is necessary then calls the quotations & purchase as per centralized purchase procedure.
- A power house with 380 KVA and 250 KVA Generators ensures uninterrupted power supply to all the laboratories. Proper earth and grounding are done.
- A team of electricians are available on campus to take care of the maintenance and upkeep of sensitive equipment and ensure regular supply of water.

- Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to Principal.
- There is a common pool of 25 buses catering the needs of all the institutions in the Kalapatti campus. Of these, 15 numbers of buses are registered in the name of Dr. N.G.P. Arts and Science College.
- The College shares various infrastructural and instructional resources of our parent organization Kovai Medical Center and Hospital.