



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

Kumaracoil - 629 180, Kanyakumari District, Tamil Nadu, India

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Infrastructure and Maintenance Policy

The purpose of this Maintenance Procedure Policy is to establish a standardized approach for conducting maintenance activities to ensure that equipment, systems, and facilities remain in optimal working condition. This policy aims to minimize downtime, enhance safety and ensure compliance with legal and regulatory requirements.

This policy applies to all maintenance activities conducted on NICHE's equipment, systems, and facilities. It encompasses routine, preventive, corrective, and emergency repairs.

- **Routine Maintenance:** Regularly scheduled tasks performed to keep equipment and systems functioning properly.
- **Preventive Maintenance:** Scheduled tasks performed to prevent potential failures and extend the lifespan of equipment and systems.
- **Corrective Maintenance:** Repairs performed in response to equipment or system failures.
- **Emergency Repairs:** Unplanned repairs are required to address critical issues that pose immediate risks to safety or operations.

Responsibilities

- **Maintenance Head:** Oversees all maintenance activities, ensures compliance with the policy, and manages the maintenance team.
- **Maintenance Team:** Executes maintenance tasks according to established procedures, reports issues, and maintains records of activities.

Maintenance Procedure for Classrooms

- The Heads of Departments ensure proper classrooms, smart rooms, equipment and furniture maintenance.
- Stock registers are maintained, and a committee constituted by the Registrar conducts annual stock verification.
- Any damage, if detected, is reported to the Maintenance Department for repair works and service

Maintenance Procedure for Laboratories

- Qualified Lab assistants maintain the laboratories; they do the calibration of machines
- Details of repairs and maintenance are documented in the records.
- Stock registers are verified, updated and maintained.
- The systems in the computer labs are checked by the technicians under the supervision of the Head.
- skilled technicians maintain Internet and Wi-Fi facilities for the entire campus.

Maintenance Procedure for Physical Facility

- The maintenance division, comprising competent civil mechanical and electrical engineers, maintains the university's buildings, gardens, and playgrounds overall.
- All civil and electrical repair/service/works are carried out under the overall supervision of competent engineers and technical staff.
- Periodical preventive measures for building maintenance include whitewashing/painting the buildings, plumbing works, rectifying leakages in pipelines, providing uninterrupted water facility, maintaining generators and other electrical works, replacing fire extinguishers, and ensuring a clean environment throughout the campus. These measures are carried out with the support of technical and housekeeping staff.

Planning and Scheduling

- Maintenance activities must be planned and scheduled in advance. The Maintenance head is responsible for creating a maintenance schedule that includes routine, preventive, and corrective tasks.
- Maintenance schedules should minimize disruption to normal operations and be communicated to all affected parties.

A maintenance log must document routine and preventive maintenance tasks. The log should include task descriptions, schedules, responsible personnel, and completion status.




Registrar

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