



MAHENDRA INSTITUTE OF TECHNOLOGY

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

Mahendhirapuri, Mallasamudram (W), Namakkal (DT)-637 503, Tamil Nadu

www.mahendratech.org, Ph:-04288-288527

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Mahendra Institute of Technology management has established systems and procedures for maintaining both physical and academic supporting facilities.

- Technicians frequently checking appropriate facilities maintained under their supervision.
- Internal maintenance complaint register is maintained in each and every academic department
- Concern department heads are evaluating the external Maintenance Requirement request submitted by technicians.
- If maintenance/service identified is internal then required maintenance/service is registered in college/department maintenance register. College maintenance is taken care of maintaining students' bench & table, staff table & chair, laboratory work benches, chairs, stools, lights, fans, switches, water pumping motors, college bells, UPS, electricity generator and wirings. Dedicated campus cleaning team to monitor campus cleanliness such as floor cleaning, class room and staff room cleaning, gardening, RO water maintenance, plumbing, toilet cleaning process and uninterrupted water supply. Separate complaint register is maintained by college supervisor for this purpose. Well experienced IT team is maintaining Computer hardware and software, printers, photocopier, AC, WIFI, Lecture Capturing System and LAN connection. Online IT helpdesk token register is maintained for this purpose.
- If maintenance service identified is external, concern department head needs to submit the external maintenance/service requirement requisition letter to the principal for approval. Once the principal approved, external service requirement, then concern external maintenance provider is contacted by concern heads or maintenance supervisor.
- Once External maintenance/service is completed, HOD/Supervisor needs to verify the acquired service with the help of technicians and then collect the bill from service provider, fill the cash voucher available in Administrative office and get approval from Administrative officer and principal then give it to the cashier to claim the bill amount.
- College account section is maintaining students' fees collection, attendance & salary details of teaching & non teaching staff. Component movement registers, Seminar hall utilization register and maintenance register is taken care by AO office.
- College amenity centre is taken care of stationary purchases in accordance with the request given by the various departments.
- College physical education department is taken care of sports equipment maintenance, gym maintenance, indoor and outdoor ground maintenance as per various gaming rules.
- College Buses and other vehicles are maintained by centralized transport department.

- College canteen properly maintained to ensure good quality food, waste management and Cleanliness.
- College principal is taken care of maintaining sufficient human resources in order to ensure smooth going of academic activities and other maintenance activities. Periodically principal spend a time for monitoring the academic and physical facility maintenance processes.
- College librarian maintains the issue registers to monitor the book circulation among students and staffs, using book circulation register. Books stock register is properly maintained and auditing of books is performed annually. Library has been established with OPAC (Online Public Accessing Catalogue) facility to access and maintain the books easily in the rack. Every year library advisory committee is constituted to strengthen its activity. This committee allocates department wise budget for purchase of books, Periodicals and also conducts annual stock verification.



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Lab usage guidelines to the students

1. Put login entry on lab utilization register.
2. Get components required to perform your experiment.
3. Put logout entry on lab utilization register.
4. Return your components after completion of your experiment.
5. Arrange the chairs and maintain your premises clean & neat

Campus Maintenance procedure

1. Effectively use all the available facilities.
2. Don't waste water.
3. Switch off lights, fans and other electrical equipments after completion of your work.
4. Use dustbins to drop your wastages.
5. Cooperate to maintain a campus clean & neat.
6. Any complaints contact campus maintenance supervisor

IT guidelines

1. Don't share your system login and passwords to anyone.
2. Change your login password 15 days once.
3. Shutdown and switch off your system properly after using it.
4. Any help contact IT helpdesk.

Library usage guidelines

1. Register your login & logout.
2. Use OPAC to search your book titles.
3. Maintain absolute silence.
4. Return your books before due date.
5. After reading news papers, journals or special reports keep it in appropriate places.
6. For e-journal access contact librarian.
7. Use digital library for academic and carrier growth.
8. For any assistance contact librarian.

Common guidelines

1. Be punctual.
2. Maintain decent dress code.
3. Effectively use the resources.
4. Avoid using cell phones during class hours.
5. Use fire extinguisher available in various premises during fire accidents.
6. For any suggestions use suggestion box.
7. First aid box is available in all laboratories.