



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY

University with Graded Autonomy Status

(An ISO 21001 : 2018 Certified Institution)

Periyar E.V.R. High Road, Maduravoyal, Chennai-95, Tamilnadu, India.



Procedures and Policies

for

Maintaining and Utilizing Physical, Academic and Support Facilities



Procedures and policies for maintaining and utilizing physical, academic and support facilities

Our university campus exhibits an excellent academic ambience with buildings constructed with sustainable building materials. Further, the technologies employed in the campus are water-conserving, energy-efficient and renewable energy sources.

Our university has established a robust system for the maintenance of physical and academic support facilities. A range of committees, offices and persons are entrusted with the responsibility of a periodic and regular review of the status of the facilities and of planning and executing maintenance-related activities promptly.

The Maintenance Committee oversees the maintenance and utilization of academic, physical and support facilities such as the library, sports complex, labs, classrooms, computers and other facilities. The Committees are responsible for planning, purchasing and controlling the use of physical resources on the advice of higher authorities.

Maintenance of infrastructure:

There is a dedicated Infrastructure & Maintenance Department consisting of a team of professionally qualified and experienced technical staff for biomedical, electrical, civil, mechanical, painting, carpentry and plumbing works.

The infrastructure is well maintained by strictly adopting the prescribed Standard Operating Procedures. Regular scheduling of maintenance work with logbooks enables optimum usage of the facilities by students, faculty and staff both academic and administrative.

Cleanliness of Campus:

- Adequate in-house employees are available to maintain hygiene and cleanliness of the campus to provide a congenial learning ambience.
- Classrooms, Faculty rooms, Seminar Halls, Hospital and Laboratories etc. are cleaned and maintained regularly by house-keeping staff assigned for each zone.

- Restrooms and rest rooms are well maintained.
- Dustbins are placed at strategic locations.
- Excessive Care is taken for maintaining the Green Cover of the campus.

Equipments:

- Best working condition of all equipment is ensured through AMCs.
- Equipments under warranty are maintained by the vendors.
- For maintenance of high-end equipment such as CT Scan, MRI etc. AMC is signed with the authorized manufacturer only.
- Maintenance labels are placed on equipments, such as date of service & due date of next service.
- Every department maintains a stock register and logbook for the available equipments.
- All costly equipments, generators, water purifiers, air conditioners, elevators, energy systems etc. are maintained through AMCs with the supplying / installing agencies
- Separate maintenance contracts are in place for the Pest Control, Garden Maintenance, and Security Services.

Laboratories:

- All medical equipments are taken care by the Biomedical department and also through AMCs.
- Periodic reports about repairs and maintenance are prepared by the respective department Heads through the maintenance team.

IT and Computers:

- The Computer Science and Engineering Department of the university attends to technical issues related to computers and IT services.
- Steps are taken for periodic up-gradation of IT infrastructure including LMS, Wi-Fi etc.

Safety:

- Safety of the campus is ensured through surveillance cameras.
- Entry into the campus is regulated through a turnstile mechanism and uniformed security guards are posted at vantage points to provide security to students and employees.
- The maintenance activities are properly budgeted and adequate financial resources are allocated based on priority.
- The budget allocated is optimally utilized towards maintenance and continuous upgradation of facilities
