



## St. PETER'S INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University U/S 3 of the UGC Act,1956)

**Avadi, Chennai – 600 054. Tamil Nadu.**

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### **Policy Document for Infrastructure Maintenance**

#### **Introduction**

The Institution has an established system for maintenance and utilization of its infrastructure like computers, classrooms, laboratories, library and other academic and physical facilities. The Institution offers adequate facilities for the holistic development of the students and faculty by augmenting, improving and innovating the campus infrastructure based on the growing requirements to create a positive academic ambience. The Institute has well established procedures for monitoring the maintenance of Infrastructure including buildings, classrooms, laboratories, Library, computers, hostels and support facilities etc. The Estate Officer works with a group of dedicated maintenance and support staff to ensure that the buildings and all other infrastructural facilities of the institute are continuously kept in good condition. This policy provides a comprehensive framework to maintain the infrastructure facilities effectively which contributes to the excellent teaching, learning and research.

#### **Objectives of the policy:**

- To provide Annual Maintenance contracts with relevant agencies for maintaining major equipments, Computers, UPS, Air conditioners, Generators, Sewage treatment plant, Elevators, Fire extinguishers etc.,
- To maintain the fleet of transport facility available in the campus.
- To provide maintenance of R.O. plants, Overhead water tanks, water coolers and water purifiers.
- To provide maintenance of the waste disposal mechanism in the Institute.
- To ensure maintenance of lawns.

### **Implementation of the policy:**

A series of process maps and standard operational procedures have been developed for maintenance of these facilities. A team of electricians, plumbers, carpenters and painters are available on the campus as a part of the maintenance team which assists the Estate officer. Maintenance of the Laboratories are carried out under the supervision of Lab technicians, Faculty in charge of the laboratory and supervised by HODs of the concerned departments. Maintenance records are available in all the laboratories and managed by the Laboratory technicians.

### **Library Maintenance**

A Library committee has been constituted for overall planning and maintenance of library. Chief Librarian is responsible for the maintenance of the books in the library. A binding section is available in the campus which supports in binding the damaged books in the library. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

### **Laboratory Maintenance**

Regular maintenance of Computer Laboratories are done by Laboratory Administrators under the supervision of System administrator. The team of laboratory administrators are responsible for maintenance and repairing of IT infrastructure such as computers, printers, peripherals, internet facilities including Wi-Fi, broadband, telephone lines, intra net and updating software.

### **Annual Maintenance Contracts**

Annual Maintenance Contracts with relevant agencies are provided for maintaining major equipments, Computers, UPS, Air conditioners, generators, Sewage treatment plant elevators, Fire extinguishers, R.O. Plants, Bio Gas, Solar Panels etc., where necessary.

Maintenance of transport facility is carried out on the campus by the team of dedicated bus drivers and technicians. Physical Director is responsible for maintenance of sports equipment, indoor games, courts and gymnasium available in the Institute. Maintenance of overhead water tanks, water cooler and water purifier, waste disposal, pest control, landscaping and maintenance of lawns are done regularly. Neat and Clean is an external agency which has been appointed to ensure hygiene and cleanliness in the campus.

*Jan Kumar*

**01.09.2025**

**REGISTRAR**



Registrar  
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