



Gnanamani College of Technology

(AUTONOMOUS)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
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GCTPD#09

MAINTENANCE POLICY

The campus maintains well-established standard systems and procedures for the upkeep of physical, academic, and support facilities. These are governed by faculty in-charges at the college level. They supervise the utilization and maintenance of buildings, laboratories, classrooms, libraries, and computer systems.

Lab technicians ensure the proper functioning of equipment in all laboratories annually. A stock register is maintained in all laboratories, and audits are conducted by a stock verification committee to check the availability and working condition of equipment every year.

Laboratory Maintenance

First aid kits are kept in all laboratories and departments to address any medical emergencies. Fire extinguishers of adequate capacity are provided in prominent locations throughout the college buildings, particularly in laboratories. These extinguishers are checked periodically and refilled well before their due dates.

- **Records:** Lab stock registers are maintained and updated by the lab faculty in-charge and technicians
- **Verification:** Stock is verified and inspected by the Heads of Departments (HoDs)
- **Semester Checks:** Technicians ensure the proper functioning of all equipment
- **Repairs:** Any breakage or repair needs are reported to the HoD and lab faculty in-charge for immediate corrective action
- **Sanitation:** Floors are cleaned daily by sweepers
- **Student Reference:** Lists of experiments are displayed in laboratories for student reference.

- **Instruction:** Students are provided with proper instructions to operate equipment efficiently.
- **IT Support:** Computer lab assistants, supervised by the System Administrator, maintain the efficiency of computers and accessories.
- **Power Backup:** All PCs and related equipment (printers and scanners) are supported by a regular UPS backup.
- **Security:** All areas are monitored by a CCTV surveillance system.

Library Maintenance

- **Classification:** Books are classified using the **DDC (Dewey Decimal Classification)** system
- **Access:** Entry is recorded via an electronic gate; transactions are managed using **Dolphin software**
- **Stock:** Annual stock verification is conducted
- **Updates:** New technical books are added periodically based on faculty recommendations
- **Periodicals:** Periodicals and newspapers are organized daily
- **e-Resources:** Library staff provide login IDs for access to electronic resources
- **Maintenance:** Cleaning is done daily; book binding is performed as needed

Transport- Bus Maintenance

- Drivers check tire pressure and fuel levels before every trip
- Drivers inspect all light bulbs throughout the vehicle
- Cleaners wipe and sanitize seats daily

Sports Maintenance

- **Supervision:** Physical Education Director and sweepers maintain all indoor/outdoor equipment, courts, and the gym.
- **Grounds:** Playgrounds are leveled with rollers and marked periodically.
- **Gym:** Equipment is cleaned and lubricated regularly.
- **Replacement:** Damaged sports materials are replaced immediately to ensure student safety.

PRINCIPAL