

NANDHA NATUROPATHY AND YOGA MEDICAL COLLEGE AND HOSPITAL

Recognized by Government of Tamilnadu

(Affiliated to The Tamil Nadu Dr. MGR Medical University, Chennai, Tamil Nadu
Pitchchandampalayam (P.O), Vaikkalmedu, Erode- Perundurai Road,
Erode- 638 052

Phone: 04294-222 004. Mobile: 76677 11200 / 90033 36764.

Website: www.nandhanaturopathyoga.org

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MAINTENANCE POLICY

Response:

The Institution has designed its own maintenance policy procedure that includes several methods to achieve the effective maintenance of physical, academic and other facilities.

Methods

Effective maintenance is being achieved by using the following methods.

1. Reformation site
2. Class Committee Meetings
3. Periodical visits by the supervisors concerned
4. What's app group

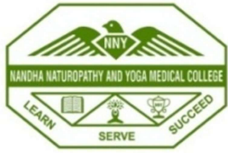
Maintenance Section

- ❖ A centralized maintenance section, headed by a maintenance manager and supported by skilled technicians such as electricians, plumbers, carpenters and masons is in practice.
- ❖ This section takes care of the maintenance of infrastructural facilities that include plumbing, electrical, carpentry, masonry and sewage works
- ❖ The section receives maintenance requirements from the departments and other sections and undertakes the NNYM Cessary work following internal operating procedures under the directions given by the supervisors concerned, without disturbing the regular activities.

Internal operating Procedure:

Any problem that persists in a department is represented through the below mentioned methods

- ❖ The supervisor/ skilled person/technician is summoned to rectify the problem
- ❖ The technician resolves the problem on site if no additional material is required.



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- ❖ In case of material requirements, the materials are received from the maintenance section after the approval of the store manager
- ❖ If the material is to be procured from outside, permission is to be obtained from the maintenance coordinator/administrative officer and arrangements are made for procurement of the material to resolve the problem

1. Physical Facilities

Electrical Maintenance:

- ❖ Monthly monitoring of electrical equipment such as Generator, UPS, and Batteries is done and its status is entered in the maintenance register
- ❖ The suppliers/service providers are approached in case of any major fault.
- ❖ In case of any damage spots in the electrical equipment, quotations are invited and the part is procured as per the purchase procedure.
- ❖ The work done by the service provider is verified by the respective authorities and a report on the completion of work is submitted to the maintenance officer
- ❖ Required support is obtained from external agencies and TNEB whenever required.

Building Maintenance:

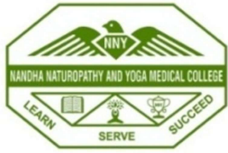
An approved third party civil engineer and his team are responsible for new construction works and the maintenance of buildings, including laying, painting plumbing, and sanitary fittings following the campus protocols.

Furniture Maintenance:

- ❖ Periodically, monitoring of furniture such as chairs, tables, windows, and doors is done on a regular basis, and the status is entered in the register
- ❖ In the event of any damage or replacement noted on the reformation site the suppliers/service providers are approached to rectify it at regular intervals.

Network/Wi-Fi Maintenance:

- ❖ Functioning of the college intranet and internet facility is monitored and maintained by the hardware technicians in association with system administrators of the college
- ❖ Any upgrades or modification to the existing network model is carried out by inviting quotations from external agencies following guidelines from the CSE department.



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2. Academic Facilities:

Library:

- ❖ Damaged books are collected by the librarian for hard binding on a regular basis
- ❖ Rare and High volume books are maintained in the reference section
- ❖ Journals and Magazines subscribed annually are bound as a book volume
- ❖ The entire library is cleaned weekly
- ❖ Book shelf rectification is performed every semester by using the book call number
- ❖ The library's digital section systems are formatted and maintained every semester

Laboratories:

- ❖ Equipment in the laboratories is maintained and calibrated periodically
- ❖ In-house maintenance and repairs are addressed by the respective qualified and trained department technicians
- ❖ Major problems and repairs are addressed in consultation with the suppliers following the advice of the HoD concerned and the Principal
- ❖ Computers and software in the laboratories are maintained by computer hardware technicians under the supervision of system administrators

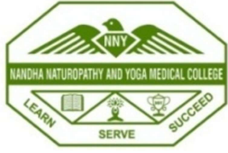
Classrooms:

- ❖ Every Department has a furniture in-charge who periodically checks the condition of classrooms and laboratory amenities like benches, chairs, black boards, fans, lights and electronic equipment
- ❖ The in-charge resolves the problem through the Head of the Department following the procedure

3. Supporting Facilities:

Sports:

- ❖ Athletic field tracks are refilled once in every five year and playgrounds such as volleyball, cricket, Handball, Koko, Kabaddi, and Throwball fields are filled on an annual basis by the skilled manpower under the supervision of the Physical Director
- ❖ Sporting equipment is purchased according to the lifetime of the material by the Physical Director



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4. Transport Facilities:

- ❖ Minor damage repairs in the buses are rectified using the skilled manpower Inside the campus under the supervision of the Transport Manager.
- ❖ Major damage/ repairs in the buses are rectified by the skilled third-party service team tied up with the institution.
- ❖ An adequate number of spare buses are available in the 10:1 ratio of the buses that can be used in case of bus breakdown.
- ❖ An adequate number of drivers are available for all the buses. Additional drivers are also available in the 10:1 ratio for buses to alter the bus drivers in case of driver's medical emergency/ personal leave.
- ❖ Every year, all the buses are sent to the RTO office to check the fitness of the buses and the Fitness certificate of all the buses is maintained properly.
- ❖ A Speed limiter of 60km speed is fixed on all the buses.

5. Other Facilities:

- ❖ The Institute has an RO plant that provides 24X7 drinking water facility. Sufficient number of water points are available in the departments to provide clean drinking water
- ❖ Periodically, the quality of water is tested by external vendors
- ❖ Adequate manpower is employed to maintain the cleanliness of the campus, classrooms staff rooms, seminar halls and laboratories, etc.
- ❖ The washrooms and restrooms are well-maintained.
- ❖ The green cover of the campus is well maintained by full time gardeners.
- ❖ Surveillance Cameras are fixed in and around the Campus for security purposes and they are maintained by the system administrators.