

MAINTENANCE OF CAMPUS FACILITIES

CMS prides itself on having a comprehensive Maintenance policy towards proper and regular upkeep of its infrastructure. This cover all the assets - both tangible and intangible. All the hardware and software available in the institution falls under the ambit of this Maintenance policy.

The scope of the policy includes regular and preventive maintenance, monthly, quarterly and annual audits of all the facilities available within the campus. Physical buildings, classrooms, laboratories, libraries, sports complex, hostels, computers, auditoriums, faculty rooms et al are all covered. This facilitates the institution to maintain a green, clean and healthy environment throughout the campus.

The institution has sufficient resources allocated for regular upkeep of the infrastructure. There are effective mechanisms for the upkeep of the infrastructure facilities and promote the optimum use of the same.

Annual maintenance of the building is carried out during the vacation period for major works. Requisition for minor repairs and maintenance has to be raised by the concerned departments. The Maintenance engineer and Estate officer inspects the site and give their report and nature of work. Subsequently the maintenance work is approved by the Principal and the Secretary of the institution. Maintenance work is carried out based on priority basis through the in house maintenance team consisting of electrical engineer, electrician and plumbers. Constant and proper monitoring of infrastructure has helped the optimal usage of the existing facilities.

Daily inspection of the building is carried out by the maintenance team. Daily inspection of campus for cleanliness, security of the campus, water supply systems and general maintenance is done on regular basis. Monthly inspection of pathways, terrace roof for vegetation and cracks, clearing of rain water outlets.

Quarterly check of all the infrastructure is carried out by the Estate Officer and the maintenance team to check for building cracks and damages, requirement of painting, cleaning of water storage tanks etc

Annual maintenance requirement of the campus is forwarded by Principal to building committee headed by a managing trustee as convener and few managing trustees as members.

MAINTENANCE OF ACADEMIC & SUPPORT FACILITIES

- When additional Software is required department will give application to the Principal, it will be forwarded to higher authorities for their perusal. It will be followed up until the problem gets solved."
- Standard operating protocols (SOP) are prepared and followed for equipment and storage. Periodical check-up is carried out on weekly basis. Repair and servicing is done according to the requirement based on the check-up.
- Standard operating protocols (SOP) are prepared and followed for all instruments.
- Periodical check-up is carried out on monthly basis. Repair and servicing is done according to the requirement based on the check-up.
- The biohazards are segregated and disposed according to the universal norms of Biohazard and Safety protocols.
- Cleaning of laboratory, Periodical check-up and servicing of instruments, Laboratory utilization register, Stock maintenance register, standard operating protocol is followed.
- General cleaning of the laboratory, library floor and lab equipment twice a day, proper waste disposal of chemical and used culture medium, proper training was given to lab assistance and lab attenders about the usage of chemical reagents, culture media preparation and decontamination procedures. They were trained to maintain proper lab safety for students, students are instructed to wear lab coat and lab slippers before entering the lab, eatable are not allowed inside the lab, proper usage of chemicals and instruments, training was given to use the fire extinguisher and proper waste disposal.