



Procedures and Policies for Maintaining and Utilizing Physical, Academic, Support facilities, Laboratory, Library, Sports Complex, Computers, Classrooms, etc.,

The development and maintenance of infrastructural facilities in the campus has been one of the priority areas of activities in KCT. The management is committed to maintain and develop the campus as a user – friendly and eco – friendly space. The campus resources are administered by well established functional divisions with the defined responsibilities.

Functional Divisions:

Campus Maintenance Team

Sl. No.	Functional Division	Responsibilities	Officer(s) Responsible
1	Infrastructure	Development and Maintenance works in Civil Construction and Electrical and Interior design, Networking (New Works), Gardening, RO Plant and STP	Head-Infra
2	Centre for Technical Support (CTS)	Central Maintenance of Networks, Servers, PCs and Computer peripherals, Projectors, Bandwidth distribution and management	Head-CTS
3	Facilities	Furniture, Maintenance, House-keeping services	Head- Facilities and Management
4	Security, Safety and Campus Management	CCTV Management, Structure and electrical safety	

Classrooms and Laboratories:

The physical infra in each department is taken care of by a faculty member who is nominated as Infra Coordinator by the Head of the Department. All civil construction, electrical maintenance, network related, repair & maintenance works are registered by respective faculty/staff member through an

online portal (www.smartapps.kct.ac.in). This portal provides a ticket number for the works registered and allocates the work to the department / administrative unit concerned, which in turn, inspect the site, assess the work to be done and execute the work. The closure of the work is communicated to the faculty/staff member who registered the work in the portal.

Further the laboratories are renovated as per needs through institutional funds as per needs of curriculum. The classrooms are provided with the ceiling – mounted projector which are maintained by the Centre for Technical Support (CTS). The academic departments, through their annual budget, services the equipments regularly by raising indents for repair and maintenance.

Computer Labs:

Each lab has got a qualified and trained technical support staff. Any minor repair work in the computer is attended by the support staff and major works are registered in the online portal and the same are attended by the CTS staff and repair works are completed by the team. The Central servers, Operating and Application Software Management, Anti-virus and fire-wall services are maintained by the Centre for Technical Support (CTS)

Electrical Installations and Utilities:

Exclusive power house facilities are available in two locations in the campus to manage the power supply for the campus. Adequate generator facilities are available besides UPS support to all laboratories and academic departments. Periodical electrical checks are carried out by government agencies and certificates are renewed every year including the lifts available in the campus.

Library:

Books are well maintained in racks as per the standard protocols governing the library management system. Books, which are in damaged condition, are immediately repaired and bound to ensure their good condition for the users. The computers, projectors, copiers in library are maintained by CTS as per the online portal entries.

Sports facilities:

Two exclusive maintenance staff and two markers are taking care of the maintenance of the grounds in the campus. They maintain grounds free of grass, periodical levelling and marking of the borders and internal markings for each sports facility as per specifications. Further, sports articles and gadgets are procured periodically replacing the old ones.

Budget, Asset and Stock Registers:

Each functional unit works on an annual budget which accounts for development and maintenance activities. Stock registers are maintained by each department / unit.

Purchase Division:

A central purchase department is available catering to all academic departments and administrative units. It undertakes procurement through defined processes, procedures and documentations. It processes and ensure Annual Maintenance Contracts for essential gadgets, utilities and equipment.



Dr. J. SRINIVASAN, M.Tech., Ph.D.
PRINCIPAL
Kumaraguru College of Technology
Coimbatore - 641 049.