

Key Areas of Operation -Pre - Allotted Budget.

INFRASTRUCTURE -outsourced Agency “SGN Infrastructure”

Preventive Maintenance Calendar details findings requiring servicing, rectification, periodicity of maintenance of RO systems, Compressors, overhead tanks Cleaning, Servicing motor pumps Central Coolers , Paintings.

Corrective Action – Complaint Register for Civil, Electrical , Plumbing issues. Daily review done. Depending on priority, timely repairs undertaken in a, status of complaints action taken there of periodically reviewed.

The Contractual services used for manicuring lawns, maintenance of gardens, Trees, sweeping of Campus, Pathways, Biomedical Waste Management - M/s. Environ Systems & Non Biomedical Waste Management. A.C. plant chiller unit at Hospital is maintained by KIRLOSKAR PVT LMT, at College by CKS Electricals Trichy.

Generators-1.Caterpillar engine at Hospital AMC by Gimmco Ltd Madurai,2. At Medical College by KIRLOSKAR Oil engine Ltd Chennai.

CAMPUS DEVELOPMENT PROJECT –

A High level Committee chalks out plan for Campus Development project activities in the previous year. Plans discussed with Dean, Finance Manager & HODs. Necessary amendments , rectifications done ,plan of action commenced ,in the ensuing academic year, following the schedule of activities

LAUNDRY: Equipments maintenance is by Bucato Laundry Equipment Coimbatore.

EQUIPMENTS –Biomedical Engineering Unit is concerned with preventive , corrective action. During Installation of equipments ,supportive gadgets are provided like stabilizers, UPS, Humidifiers, as per manufactures specification to ensure longevity and prevent wear and tear. Training Programs are conducted for end users. CMC , AMCs maintained through various Agencies, critically monitored, timely breakdowns repairs ensured. Data of downtime in house & outhouse repairing is periodically maintained. SOPs are in place for usages of equipments & condemnations.

SECURITY – Guards posted at strategic location 24 * 7. Surveillance ,CCTV cameras installed ,monitored.

FIRE SAFETY– Monitored with appropriate fire fighting systems ,training to all cadres.

WATER SAFETY – Periodically checked for ensuring potability of RO water. Water softener installed

ELECTRICAL – Circuits incorporate safety devices to prevent electrical accidents

ROAD SAFETY – Signage’s, street lights, speed breakers, installed for commuters.

HYGIENE SAFETY –BMW, Non Biomedical Waste Management done as per SOPs for a clean Campus.

LABORATORIES – Periodically upgraded -infrastructure, replacements, condemnations , additions of new equipments ,technology wherever desired. SOPs, IQAS ,EQAS are in place.

INFORMATION TECHNOLOGY –A comprehensive IT policy present for services.

NETWORK SECURITY – All computers converted to LAN with switches , routers with different user access policies to secure and monitor networking efficiently. Firewalls to restrict use of outsiders. Policy for information security maintained through Centralized Data centre.

RISK MANAGEMENT – Servers for application of database , data configured, along with data recovery system. Backup servers are available, computers protected with anti-virus software and unauthorized access. Review of all logs and backup activities monitored.

SOFTWARE ASSET MANAGEMENT –is by IT department reviewed annually for all requirements. Disposal of e-waste is planned with MoU “GREEN ERA RECYCLERS”, Coimbatore

LIBRARY – SOPs available for cleaning, periodical maintenance. Files,Project reports / Thesis, Registers maintained, Software usage maintained monitored, Binding Procedures followed. Scrap handling ,write-off done periodically, SOP’s for student’s activities present . Procedures for Print resources procurement, Students attendance maintenance, Library Memberships for users, Stock verification ,Library Audit done. Library facilities usages outlined, Books circulation process is maintained. Preservation of Library materials with anti rodent treatment done, E- resources subscription and institutional membership records maintained ,renewed periodically. Weeding of hardware, software done.

CLASSROOMS maintained as per SOPs and guidelines.