



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி
MANONMANIAM SUNDARANAR UNIVERSITY
(Reaccredited with 'A' Grade by NAAC)
ABISHEKAPATTI, TIRUNELVELI - 627 012.
TAMILNADU, INDIA



STANDARD OPERATING PROCEDURE (SOP) for Construction and Maintenance of Buildings and associated facilities

This SOP applies to all buildings and facilities, including structural elements, utilities (electrical and plumbing), and other exterior common areas.

Construction and Maintenance

- Any general maintenance-related problem is notified to the Campus Director.
- Campus Director categorises the received complaints/requests and identifies the problem.
- Maintenance repair work in the building components such as walls, flooring, roof, doors & windows, plumbing, sanitation, overhead, underground tanks, etc. are identified.
- Work is then classified as minor and significant depending upon the nature of the problem and the quantum of repair work it requires.
- Action initiated is subject to a degree of urgency of the problem by deploying skilled workers (available in the institute or hired from outside) under the supervision of the University Engineer and the campus Director to address the issue.
- Tenders with quotes are invited from the contractors for major works involving financial support. The bidder with the best quote is recommended for execution, as decided by the committee. Calling vendors for negotiations would be relevant in major works.
- The plumbing and sanitation-related problems are routed through the PR&EM Section.
- Any additional material or parts required will be sought for approval from the Registrar routed through the Director.
- Placing the purchase order would be done after the material/type of work is finalized.

Procedure for Maintaining Classrooms, Seminar Halls, Lecture Halls

- The maintenance of the Classroom is done on a regular basis by the respective department staff.
- All Classrooms are cleansed every day before the classes commence.
- The Classroom board, benches, podium, fans and lighting facilities are regularly inspected.
- Furniture and seating facilities in Lecture and seminar halls are well maintained.
- Faculty in charge of the department inspects the premises regularly, identifies the problems, and reports to the Campus Director through HOD.


Registrar
Manonmaniam Sundaranar University
Tirunelveli - 627 012.

Responsibilities of Staff in Maintenance

- Repair and maintenance of electrical appliances – Light and Fan – Technician/Electrician
- Repair and maintenance of furniture - University-approved service team/Concern
- Routine services or maintenance - Housekeeping Staff
- Monitoring upkeep of the cleanliness of Classrooms - Respective Head of the Department



Registrar

Manonmaniam Sundarasar University

Tirunelveli - 627 012.