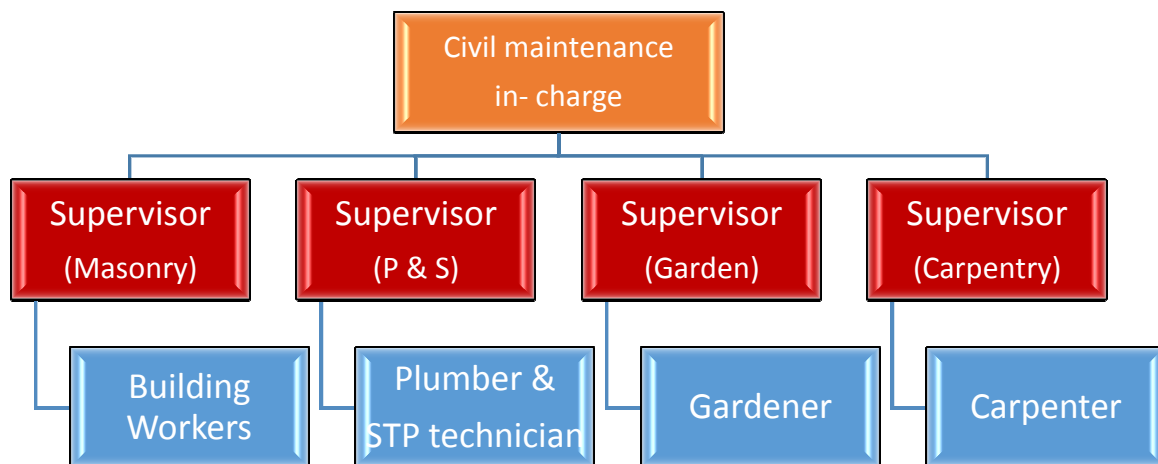

PSN College of Engineering and Technology

Procedure and Policy for Maintaining and Utilization of Physical, Academic and Support Facilities

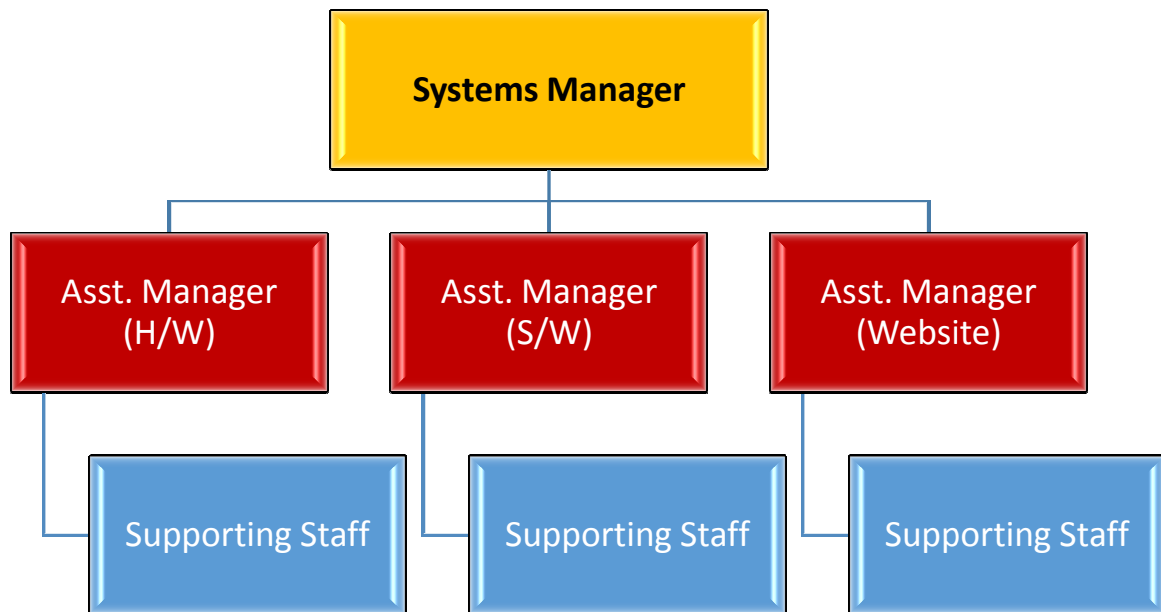
CIVIL MAINTENANCE

Civil maintenance of the college is headed by a faculty of Civil engineering department. Plumbing works, carpentry, sewage treatment plant, masonry works and gardening come under the faculty in-charge. The nomination of faculty in-charge is on rotational basis for every three years.



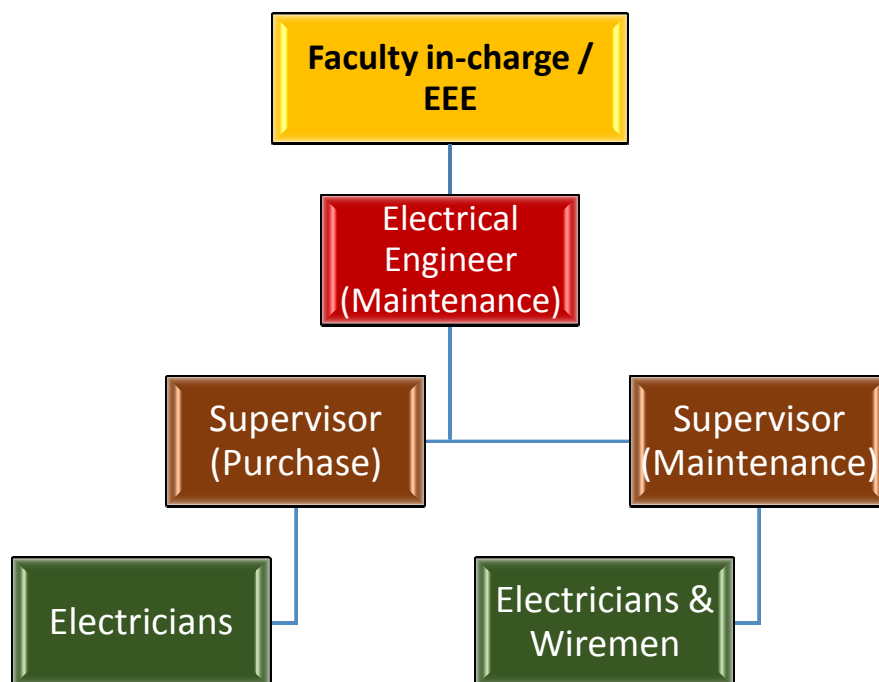
COMPUTERS AND UPS MAINTENANCE

Computers and UPS are maintained by a team of qualified technical staff appointed for the purpose. The team is headed by the Systems Manager and supported by three Assistant Managers for hardware, software and website sections. Computers are maintained and upgraded periodically by the technical staff. Computers and UPS maintenance work is monitored by a faculty of CSE department nominated by the Principal on rotational basis.



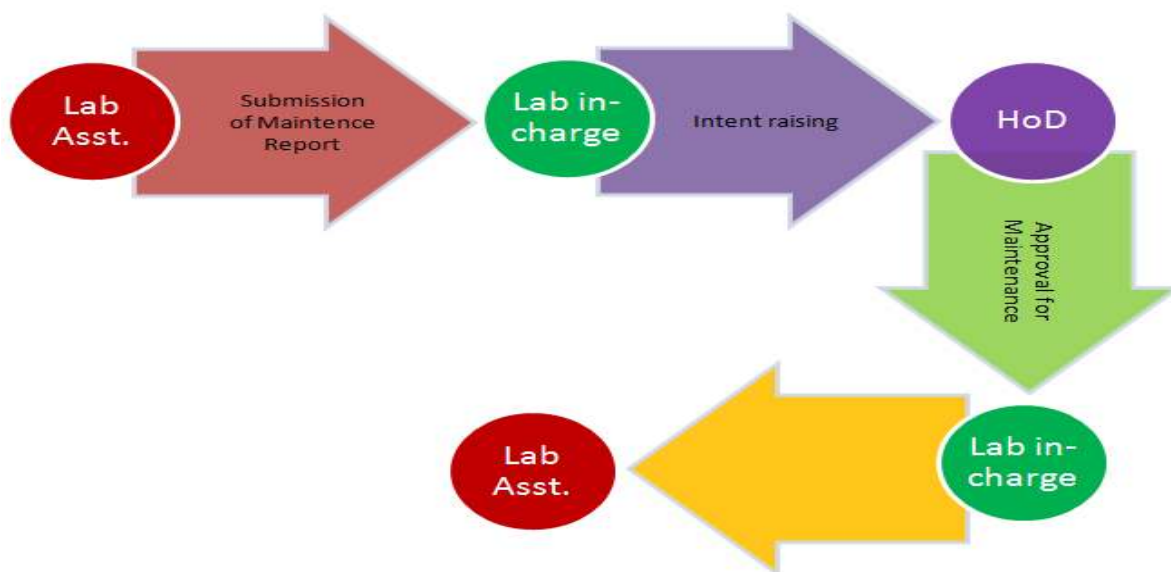
ELECTRICAL MAINTENANCE

Electrical maintenance in the college campus is done by a team of electrical engineers and electricians headed by a senior faculty member of electrical engineering department. As per the directions of the faculty the Electrical Engineer executes the maintenance and new installations through Supervisors. The team has six electricians and two wiremen.



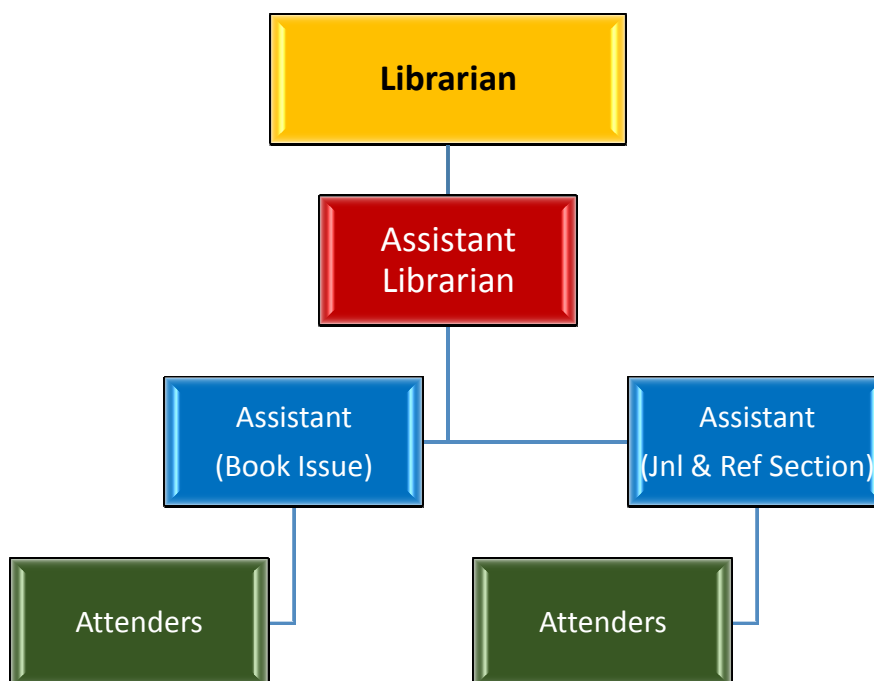
MAINTENANCE OF LABORATORY EQUIPMENTS

Maintenance of laboratory and workshop equipments are taken care of by the respective lab-in charge and workshop in-charge. All maintenance works related to laboratories and workshop are done by the advice of the respective Heads of department.



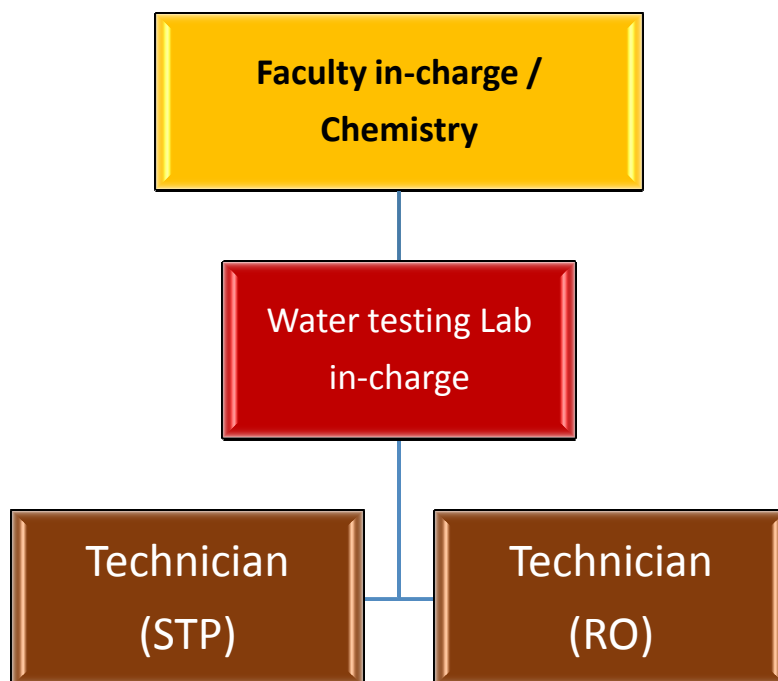
LIBRARY

Library is headed by the Librarian. He is supported by an Assistant Librarian, Assistants and Attenders. The library is 24x7 operational and students are permitted to use the library on a time of their choice other than regular class hours.



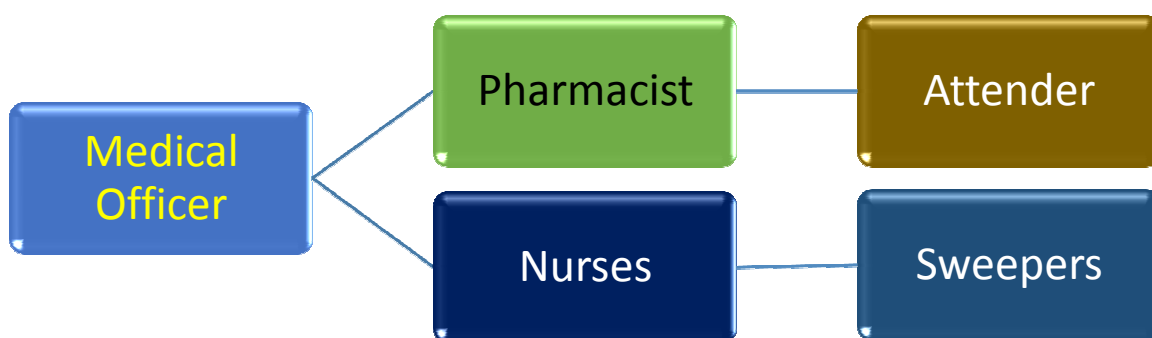
RO PLANT – WATER TESTING AND MAINTENANCE

The RO plant available in the college as well as hostel campus are maintained by a team of technicians headed by a faculty of Chemistry. He/she is supported by a lab technicians. Replacement of filter membranes are done by the suppliers of RO plant through AMC.



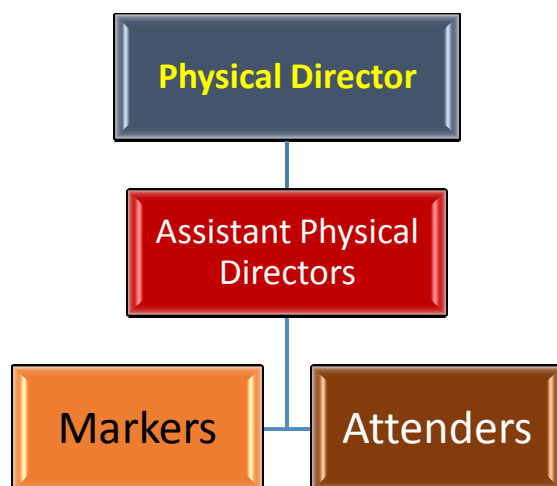
DISPENSARY

The dispensary is headed by a Medical Officer. She is supported by two nurses and one pharmacist. Twelve beds are available to treat in-patients. The dispensary also serves for the people of neighbouring villages. Treatment in the dispensary is provided free of cost for the staff, students and nearby villagers.



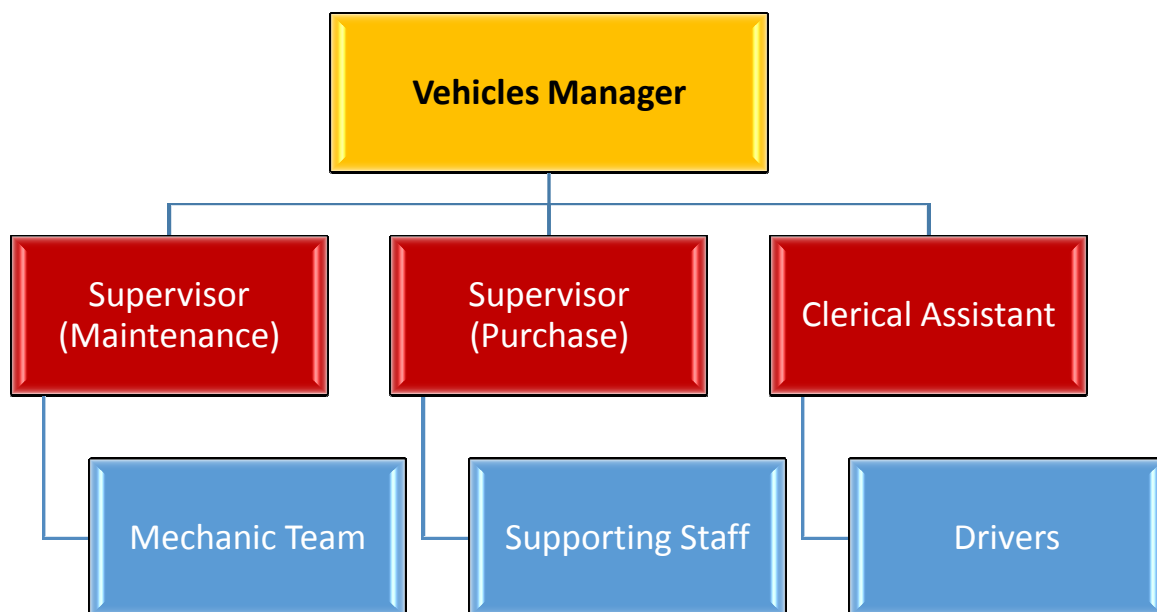
PHYSICAL EDUCATION

Physical Education department is headed by a Physical Director who is responsible for preparing sports students for competitions. All activities of physical education department begins after the regular class hours of the college except on competition days. The department also provides training in yoga. The Physical Director is supported by a team of Assistant Physical Directors, Markers, and Attenders.



TRANSPORT

The college has more than 25 buses plying in all routes covering Nagercoil (South), Thoothukudi (East), Ambasamudaram (West) and Kovilpatti (North). In addition to this the college also has cars for picking and dropping experts and one ambulance providing 24x7 service in the college dispensary. The transport facilities of the college is looked after by the Vehicles Manager. He is supported by Supervisors and Clerical Assistant.



SECURITY

The Security division of the college is headed by the Administrative Officer. He is supported by a Security Officer who controls the Security Guards. The Administrative Officer verifies the Security Register every day and send a report to the Chairman and Principal of the college. The campus cleanliness was monitored by the Administrative Officer through Campus Supervisor.

