# NALLAMUTHU GOUNDER MAHALINGAM COLLEGE



Phone: 04259 - 234868, 234870

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(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001 : 2015 Certified Institution Aided by the Government of Tamilnadu

POLLACHI - 642 001.

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DATE

### 4.4.2 MAINTENANCE OF OVERALL CAMPUS

### Procedure for maintenance of classrooms and Faculty rooms

- > All classrooms and departmental faculty rooms are swept regularly.
- > The tables and chairs are wiped and cleaned every week.
- Mopping of all classrooms, faculty rooms, and verandas is done once a week.
- > The blackboards and notice boards are maintained annually.
- Classrooms are scheduled for regular maintenance by qualified technicians in-house to identify the ICT tools and repair any issues whenever necessary.
- > IT policies have strictly adhered to maintain ICT tools.
- The maintenance campus supervisor allows the support and maintenance staff to the respective blocks and rooms on a monthly rotation basis.
- The maintenance supervisor monitors the entire cleaning and maintenance process on and around the campus with an adequate register.

#### Procedure for Maintenance of Restrooms

- Clean and hygienic restrooms are imperative for maintaining the health and hygiene of all staff and students.
- > The students' restrooms are cleaned regularly.
- > Faculty restrooms and other restrooms are cleaned daily.
- The maintenance supervisor allows the housekeeping staff to different blocks for cleaning and restrooms.



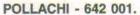


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Registers are maintained and signed by the faculty to ensure that the restrooms are cleaned every day.

> The maintenance supervisor monitors all the cleaning and maintenance.

## Procedure for Maintenance of the Overall Campus

- > The management has given top priority to maintaining a clean and green campus.
- > The sweeping of the campus area is done in the morning every day.
- > The entire campus is divided into areas and allotted to different housekeeping staff on a rotational basis.
- > The entire campus is green. The maintenance of the small gardens is taken up by the students of the PG Botany Department.
- > The overall maintenance of the gardens is done by the gardeners and support staff.
- Gardens are watered daily.
- > The leaf litter from around the campus is converted into vermicompost by the Department of Zoology.
- > The medicinal garden and ornamental plants are maintained by the Department of Botany.
- > The fish tanks are cleaned once a week.
- Gardeners are provided to maintain a healthy garden on campus.

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PRINCIPAL M.G.M.COLLEGE, POLLACHI