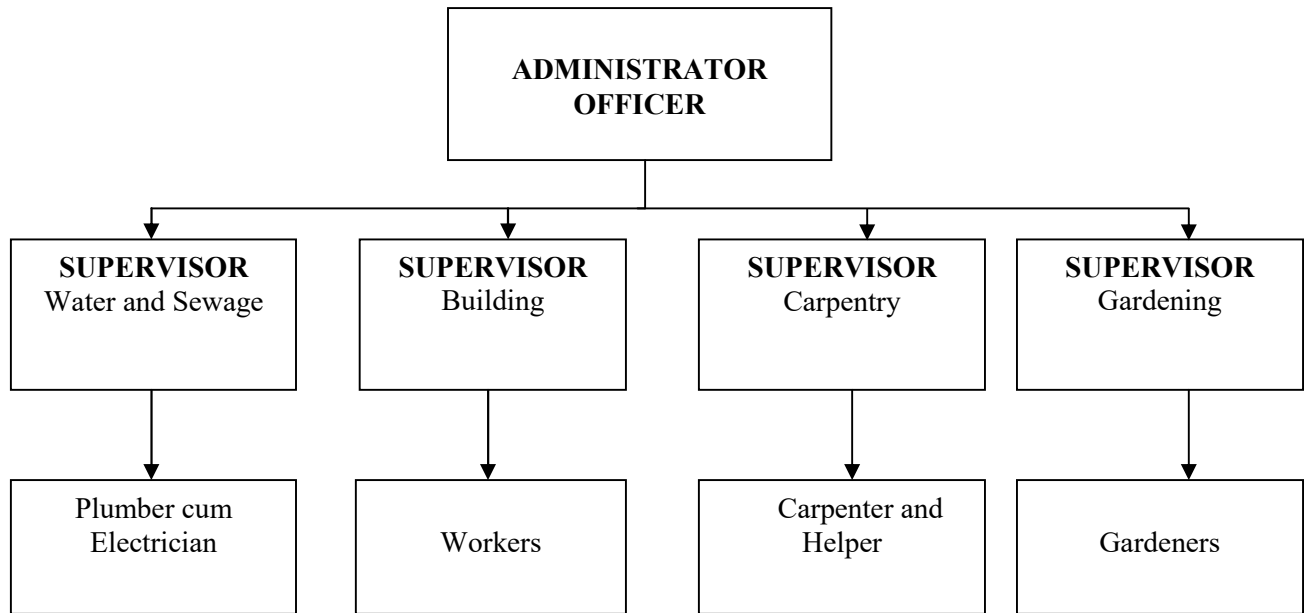


## **PROPERTY and FACILITIES ASSET MAINTENANCE POLICY**

1. The comprehensive infrastructure of the Institute is constituted by elementary features like buildings, classrooms and playgrounds, and advanced attributes like ICT-enabled classrooms and laboratory facilities.
2. The Heads of the respective Departments superintend the PG and UG laboratories. Each of the curricular, co-curricular and extra-curricular facilities available in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the faculty, who is in charge of the particular class as their Class coordinator.
3. The National Service Scheme (NSS) is a non-profitable organization which, among many other objectives, is obligated to impart equitable education as a means of socio-cultural emancipation, as a means of economic empowerment of the underprivileged masses and as a tool for the development of character, competence and commitment. The NSS maintains its own engineering wing. The College intimates to the NSS when the need for works towards the establishment, repair or development of the infrastructure arises, and in due course the engineering wing submits proposals and meets the College's requirement.
4. In order to achieve the objectives set by the institution, the management and principal maintains strong working relationships among faculties and other institutions, in support of students. The institute ensures all kinds of support and assistance towards the development of the college after having a budgetary allocation of fund for various purposes. Each year a nominal amount is collected from the students getting admission to UG and PG courses at the time of admission and it is earmarked for providing facilities to improve the physical condition of college and for the welfare of the students. The institute provides fund for day to day maintenance of the college including electricity, water and other service charges, appointing teaching and non teaching staff over and above the sanctioned posts for the smooth functioning of the academic and administrative activities, funding for academic programmes like seminars, conferences/workshops, conducting ceremonies, college beautification, women empowerment, co curricular activities, merit awards for academic and extracurricular excellence and other staff and students welfare programmes. The following is the organizational chart of the departments

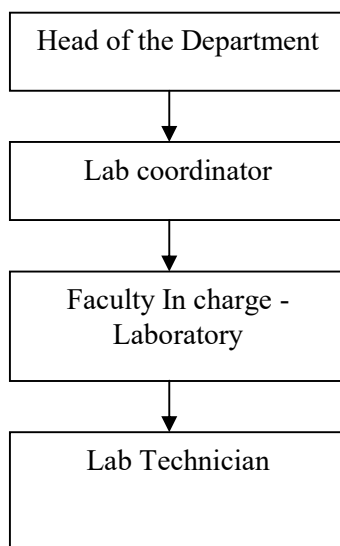
Civil Maintenance

The civil maintenance work is carried out by the administrative officer. He guided four supervisors in order to maintain all kind of civil works within the campus. The following is the flow diagram of campus maintenance,



Laboratory Equipment:

The equipments and machineries in the laboratory/workshop are maintained by the corresponding lab In-charge(s) along with HOD. The following diagram describes the Lab maintenance details of all departments,



## ❖ **POLICIES FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

5. Department in need of repair and maintenance work has to register the complaint in the administrative office giving the details of the maintenance required.
6. Technician visits the site and completes the maintenance work as required.
7. Head of the department signs the Job Completion Report, after completion of the maintenance work.
8. Bill is generated and processed by the concerned authorities and forwarded to Principal and subsequent management for final payment.
9. All monthly maintenance bills are brought to the notice of the principal.
10. The college has Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library.

### **Policies of Academic and Support Facilities:**

#### ❖ **Utilization and Maintenance of Class Rooms:**

1. Classrooms are allotted as per the student strength.
2. Concern departments are given responsibility for the maintenance of their classrooms.
3. Department head informs the Administrative officer regarding Maintenance and requirement of repairs / cleanliness.

#### ❖ **Utilization and Maintenance Laboratories:**

1. Laboratories are allotted for classes based on a timetable.
2. Standard operational procedures for handling various chemical, equipments and instruments are strictly followed
3. Stock registers are maintained and updated regularly.
4. Stock verification and inspection has to be carried out by the Departments at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments are discarded by standard procedure.
6. Lab related services and purchasing of new equipment has taken care by the

❖ **Details of Maintenances performing in laboratories:**

| S.No | Type of Maintenance    | Description  | Objectives   |
|------|------------------------|--|--|
| 1    | Preventive maintenance | It is a daily maintenance, designed to retain healthy condition of the equipment and prevent failure through prevention of rate of deterioration.  | <ul style="list-style-type: none"> <li>• Desired level of quality and effective use of the resources are ensured.</li> <li>• All activities performed in the laboratories and workshops carried out to the desired level of accuracy.</li> <li>• Errors in the activities can be minimized and deviations from the quality policy can be detected and necessary corrective measures can be taken.</li> <li>• The experiments conducted and results of the activities can be made reliable to the desired extent.</li> <li>• Risks and Hazards can be prevented ensuring Safety of Human being, Equipments and Machineries are involved in the various operations.</li> </ul> |
| 2    | Periodic Maintenance   | Time based maintenance consists of periodical inspecting, servicing and cleaning of the equipment and replacing parts to prevent sudden failure.   |  |
| 3    | Breakdown maintenance  | Repairs or replacements are performed after an equipment has failed and to make it return to its functional state following a malfunction or shutdown.   |  |
| 4    | Replacement or repair  | Equipments and machineries has repaired or replaced on periodic basis depending on the type and nature of the defect. All sorts of repair work shall be carried out only by skilled and authorized service representatives. Equipments which cannot be repaired are replaced for reliable and continuous functioning of the labs |  |

|   |                                 |   |  |
|---|---------------------------------|---|--|
| 5 | Cleaning of labs and equipments | All laboratory equipments, machines and instruments along with the working premises including tables, boards etc. are kept neat and clean from dust and dirt for safeguarding human health and durability of the equipments. Only permissible cleaning materials are used for the equipment cleaning. |  |
|---|---------------------------------|---|--|

❖ **Utilization and Maintenance Computer Laboratory:**

1. The computer laboratories are allotted to the students of U.G and P.G as per their curriculum requirement of JNTUH; Respective Heads of the departments prepare the schedules for allocating the computer labs to the students as per the timetables.
2. The maintenance of computer laboratories are taken care by laboratory in - charges and the system administrators, who takes care of the repairs and maintenance of all computers
3. All outdated and under configured computers are disposed through system admin.
4. Additional requirements, if needed are processed through Governing body as per the proposal raised by the concern Head of departments during budget proposal.
5. All computers related software updates and hardware updates are maintained within the campus by the system admin.

❖ **Policies and Procedure of Equipments in the department:**

The equipments in the departments are maintained according to the planned schedule to prevent hazards. Two types of maintenance are followed.

| S.No | Type of Maintenance    | Description  | Objectives   |
|------|------------------------|--|--|
| 1    | Preventive maintenance | It is a regular and systematic inspection, cleaning, and replacement of worn parts, materials, and systems. It helps to prevent failure of parts, materials, and systems by ensuring that they are in good working order, power backup is provided with UPS. | <ul style="list-style-type: none"> <li>● Check the condition of cables, components, and peripherals.</li> <li>● Clean components to reduce the likelihood of overheating.</li> <li>● Repair or replace any components that show signs of damage or excessive wear.</li> <li>● Remove dust from the power supply.</li> <li>● Remove dust from components inside the computer.</li> <li>● Clean the mouse and keyboard.</li> </ul> |
| 2    | Periodic Maintenance   | It is time based maintenance consisting of periodically inspecting and repair or replacement of components when not working.   | <ul style="list-style-type: none"> <li>● Establish the perimeters of computer lab</li> <li>● "Computer Lab Rules" sheets are displayed.</li> <li>● Plugged all computer equipment into a surge protector.</li> <li>● Desktop firewall setup was provided.</li> <li>● An anti-virus program is installed.</li> <li>● Use the hard disc cleanup and defragmentation utilities regularly.</li> </ul>                                |

### ❖ **Utilization and Maintenance Sports Complex:**

1. As a part of extracurricular activity sport hour is scheduled in timetable.
2. During sports hour and after college hour, sport equipments are made available for students onrequest.
3. Quality of sports equipments are checked daily and actions are taken on damaged/replacedequipments through physical director and principal.
4. Students receive all kind of sports activities from outside and inside college campus through physical director.

### ❖ **Utilization and Maintenance Library:**

1. The book list requirements are received from the concern department as per their curriculum regulation change and as per the variation of intake. Based upon the requirements the HoD discussand decides the number of books as per syllabus and sends this information to the librarian.
2. The librarian discusses the book requirements to the principal and purchase new books to the library.
3. The librarian sends the information about new books to the students via faculty. The faculties have received the new book alert information through their mail.
4. The students are instructed to procure an Identity card to access thelibrary.
5. Everystudentare allowed to take 4 library books with two weeks duration and in recommendation from their Head of department, topper students are permitted to take 6 books with the span of twoweeks.
6. Each faculty is permitted to take 6 books with the span of 6months.
7. If students fail to return the book in time will attract an applicablefine.
8. All the functions of library i.e. students, staff entry- exit and book borrowing - lending etc., are monitored by fully automated librarysoftware.
9. Students utilize the library daily all working hours from 9.00 am to 4.00 pm as per their timetable and beyond working hours any one can access up to 6.00pm.
10. Every student can access online journals and magazines through Digital library available inLibrary and remotely.
11. Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if anyneeded

## ❖ Policy for Physical Infrastructure:

1. Administrative officer prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.
2. The maintenance schedules are executed with the support of both internal and external agencies.
3. The consolidated report of the yearly maintenance is recorded by Administrative officer for future reference.

## ❖ Responsibilities for Utilization and Maintenance of the infrastructure:

| Sr. No. | Equipment/infrastructure       | Routine Check                                | Monitoring Authority                  | College-level Coordinator   |
|---------|--------------------------------|--|---------------------------------------|-----------------------------|
| 1.      | General Electrical Maintenance | Electrician, Lab Assistant and Lab-in-charge | Head of the Administrative Department | Administrative officer      |
| 2.      | Generator and Power Supply     | Mr.Haribabu                                  | Head of Administrative Department     | Administrative officer      |
| 3.      | CCTV and Biometric             | Mr.G.Srinivas & Mrs Bhavani                  | Principal & All HODs                  | IT Infrastructure Committee |
| 4.      | Library                        | Mr.D.Rajeshwar                               | Head of the H & S Department          | Library Committee           |
| 5.      | Lift                           | Mr.Venkatarami Reddy                         | Head of the Administrative Department | Administrative office       |
| 6.      | Civil Works                    | Mr.Amarnath                                  | Head of the Administrative Department | Administrative office       |
| 7.      | Water-coolers                  | Mr.Amarnath                                  | Head of the Administrative Department | Administrative office       |



|     |   |                |   |                          |
|-----|---|----------------|---|--------------------------|
|     |   |                | Administrative<br>Department                | office                   |
| 9.  | Classroom-benches and<br>overall furniture including<br>notice boards | Sweepers       | Head ofthe<br>Administrative<br>Department  | Administrative<br>office |
| 10. | Sports facilities   | Mr.Rajesh Goud | Head of the H & S<br>Department             | Sports<br>in- charge     |
| 11. | Gardening   | Mr.Mohan Reddy | Head ofthe<br>Administrative<br>Department  | Administrative<br>office |
| 12. | Fire safety and Extinguisher  | Mr.Sairam      | Head of the<br>Administrative<br>Department | Administrative<br>office |