



CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES

KEY INDICATOR 4.4 - MAINTANANCE OF CAMPUS INFRASTRUCTURE

Metric No 4.4.2 There are established system and procedures for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Classrooms etc...,

S.NO	CONTENT	PAGE NO
1	Maintenance Policy	2
2	Maintenance of Classrooms Report	3
3	Maintenance of Library Report	4
4	Maintenance of Computing Facilities	5
5	Maintenance of Laboratory Report	6
6	Maintenance of Other Amenities	7

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1. INTRODUCTION

SRI VENKATESWARA INSTITUTE OF TECHNOLOGY has a comprehensive infrastructure which supports its educational, learning, and research activities. The organization has established a well-structured system run by Maintenance Team that comprises of experts who are responsible for monitoring and laboratory technicians from various departments such as Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, and Computer Science. The Maintenance Team oversees the effective use and maintenance of classrooms; computers and laboratories all over the campus. This responsibility includes regulating vital elements such as uninterrupted power supply, maintaining equipment like general lightings, power distribution systems, solar panels, water pumps among others. To initiate maintenance requests you must fill out specific service request forms that describe the problem in detail for prompt correction. Upon receipt of requests, the Maintenance Team moves with leaden feet to examine and correct them immediately. For problems that are not covered under warranties or service contracts, quotations are obtained from suppliers as well as other contractors. Comparative statements accompanied by department heads' recommendations are prepared for presentation to the principal for his review and approval. The maintenance team is also responsible for maintaining and maintaining the cleanliness and maintenance of all buildings, classrooms, labs, furniture, campus grounds, athletic fields, staff residences, student offices, restaurants and all guest rooms. The College's Department of Transportation uses outside services to help with roadsides, wreck payments, car washes, air conditioning and minor repairs. If necessary, authorized garages are responsible for outsourcing major repairs.

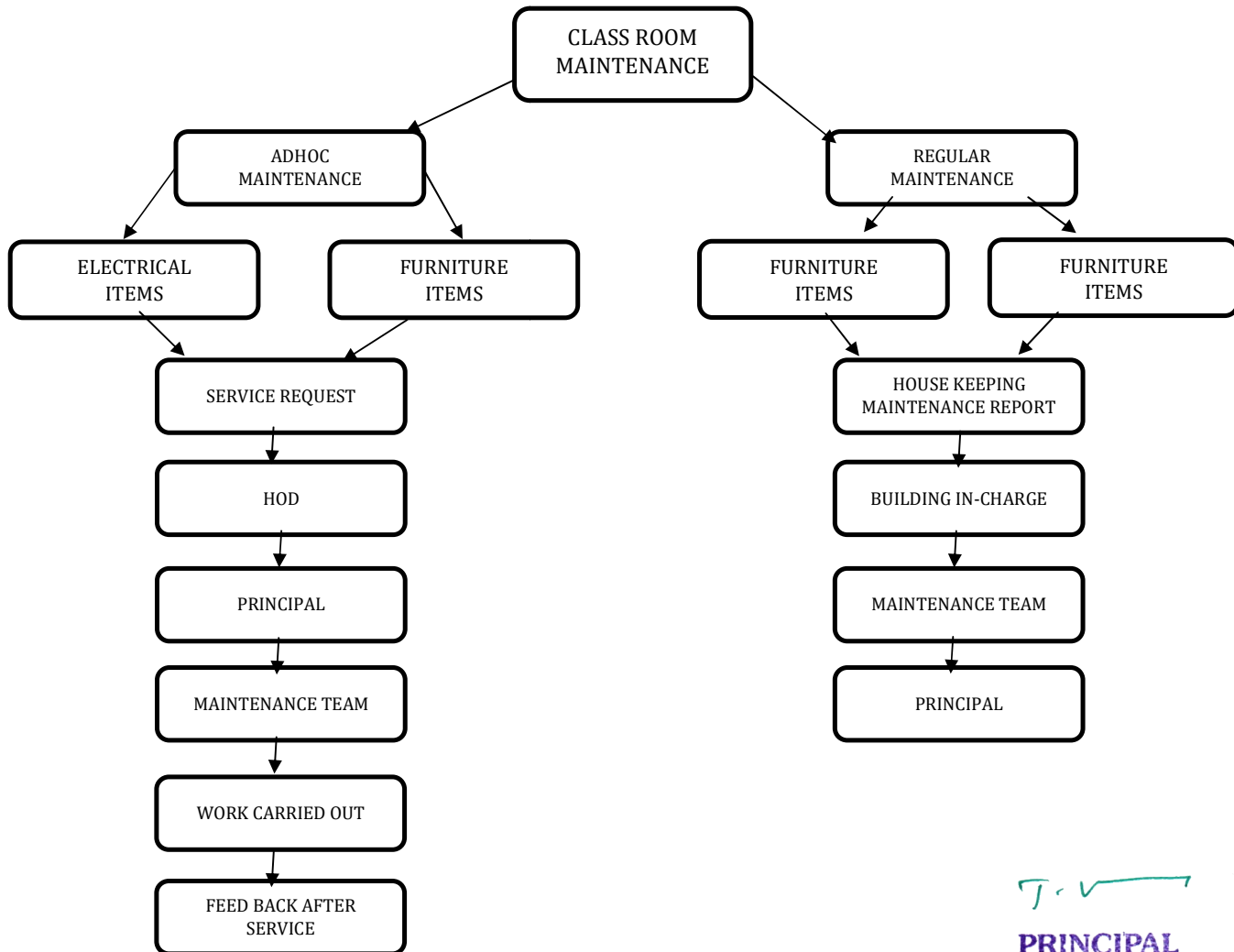
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2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids are maintained by the respective department faculties and lab assistants. The in-charges and lab assistants take care of their respective laboratories.




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FLOW CHART FOR CLASS ROOM MAINTENANCE



3. MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken: Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed. A too-full shelf can crack spines and cause Damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents because the collection of dust causes staining. Of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e., tape recorders, air conditioners. Etc. such materials should be kept in a dust-free, temperature and humidity-controlled room. Proper pest management is done to minimize the problems caused by insects; proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats.

A handwritten signature in blue ink, appearing to be 'T. V.', is written above the printed name of the Principal.

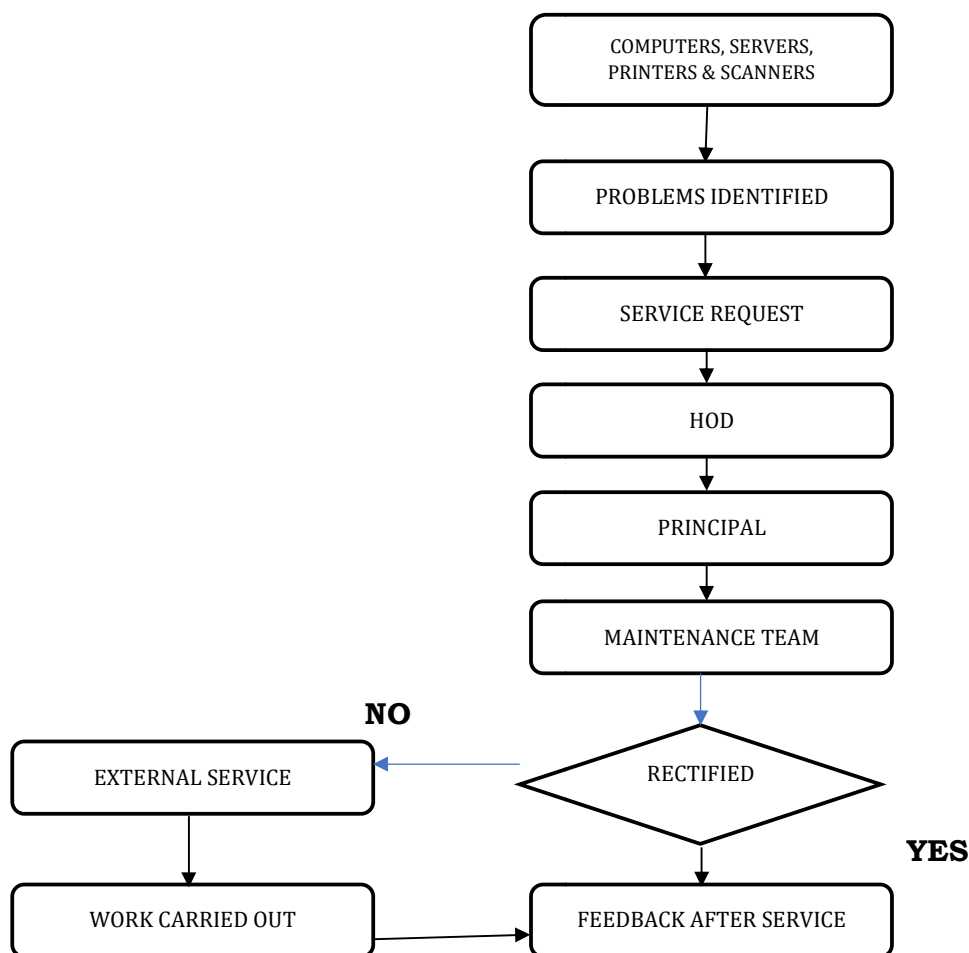
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4. MAINTENANCE OF COMPUTING FACILITIES

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department of the college.

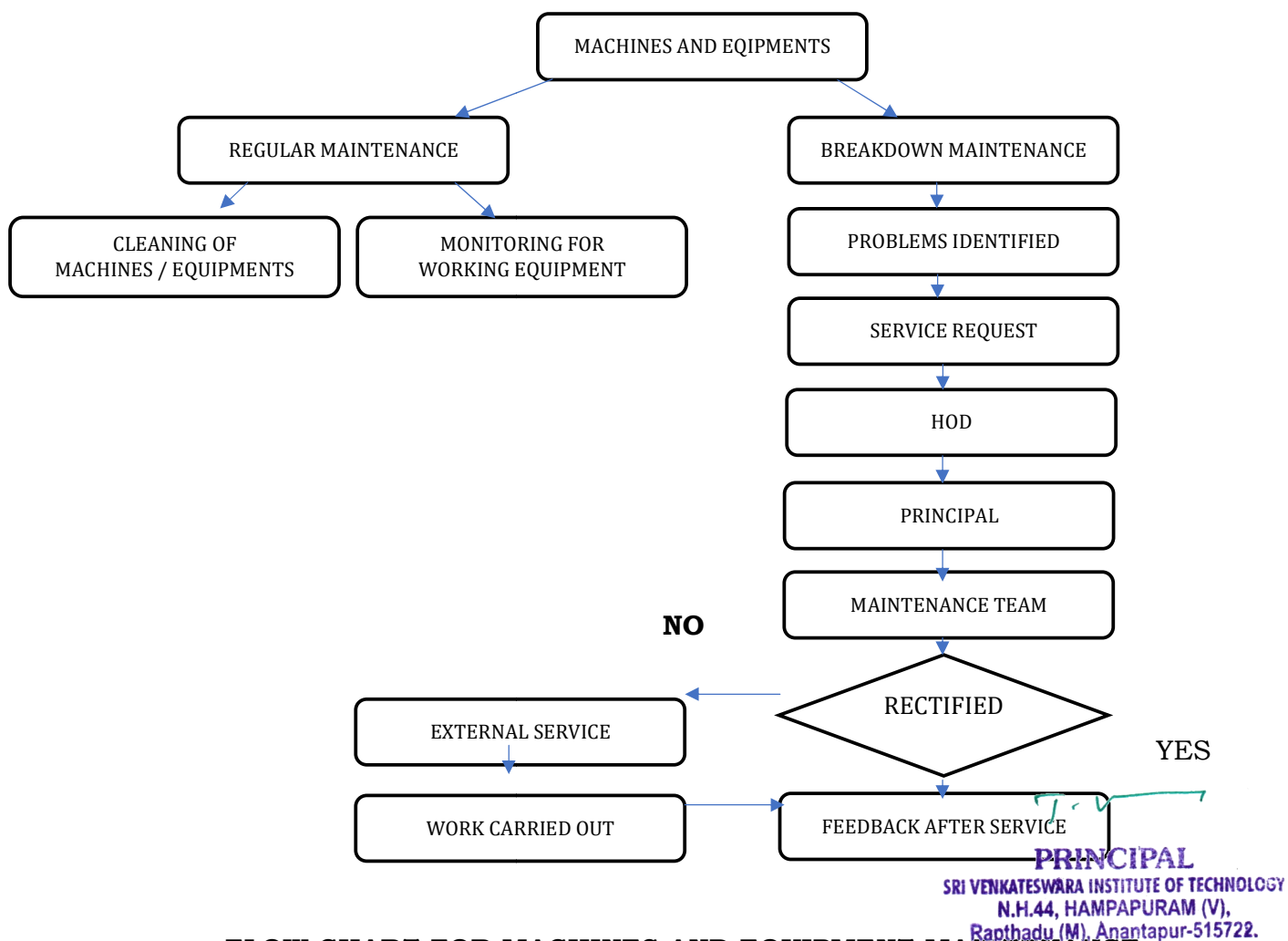



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5. MAINTENANCE OF LABORATORY REPORT

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HODs time to time enhancing their technical skills.



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE



6. MAINTENANCE OF OTHER AMENITIES

RO consumables, membranes, filter and chemical which are to be replaced (recharged is covered within the annual maintenance contract made with the company. Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in- house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fire-extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

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7. ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

8. DAY TO DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.

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GENERATOR ROOM

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WATERING THE TREES

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GARDEN CUTTING

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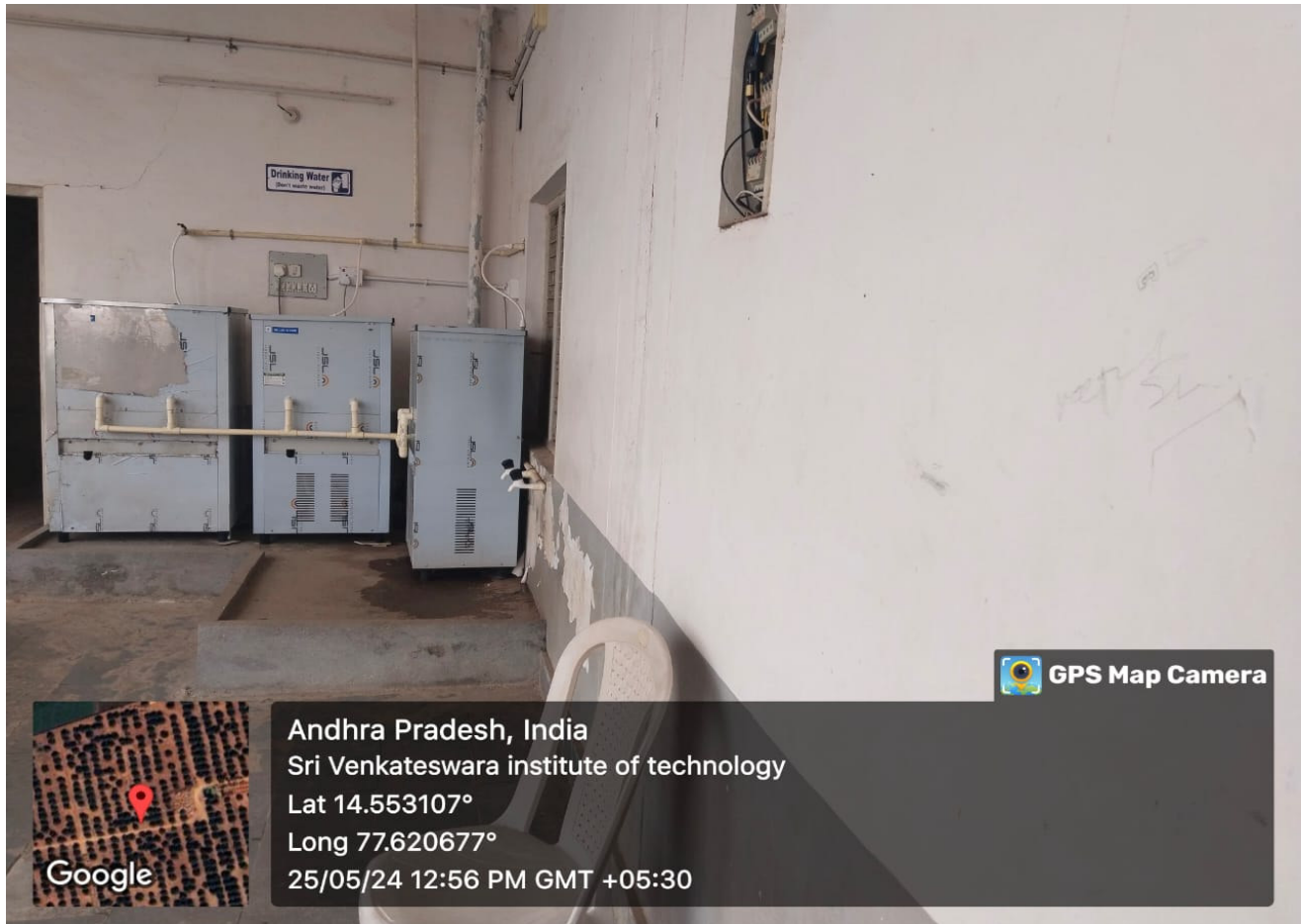


FLOOR CLEANING



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MINERAL WATER

T. V.

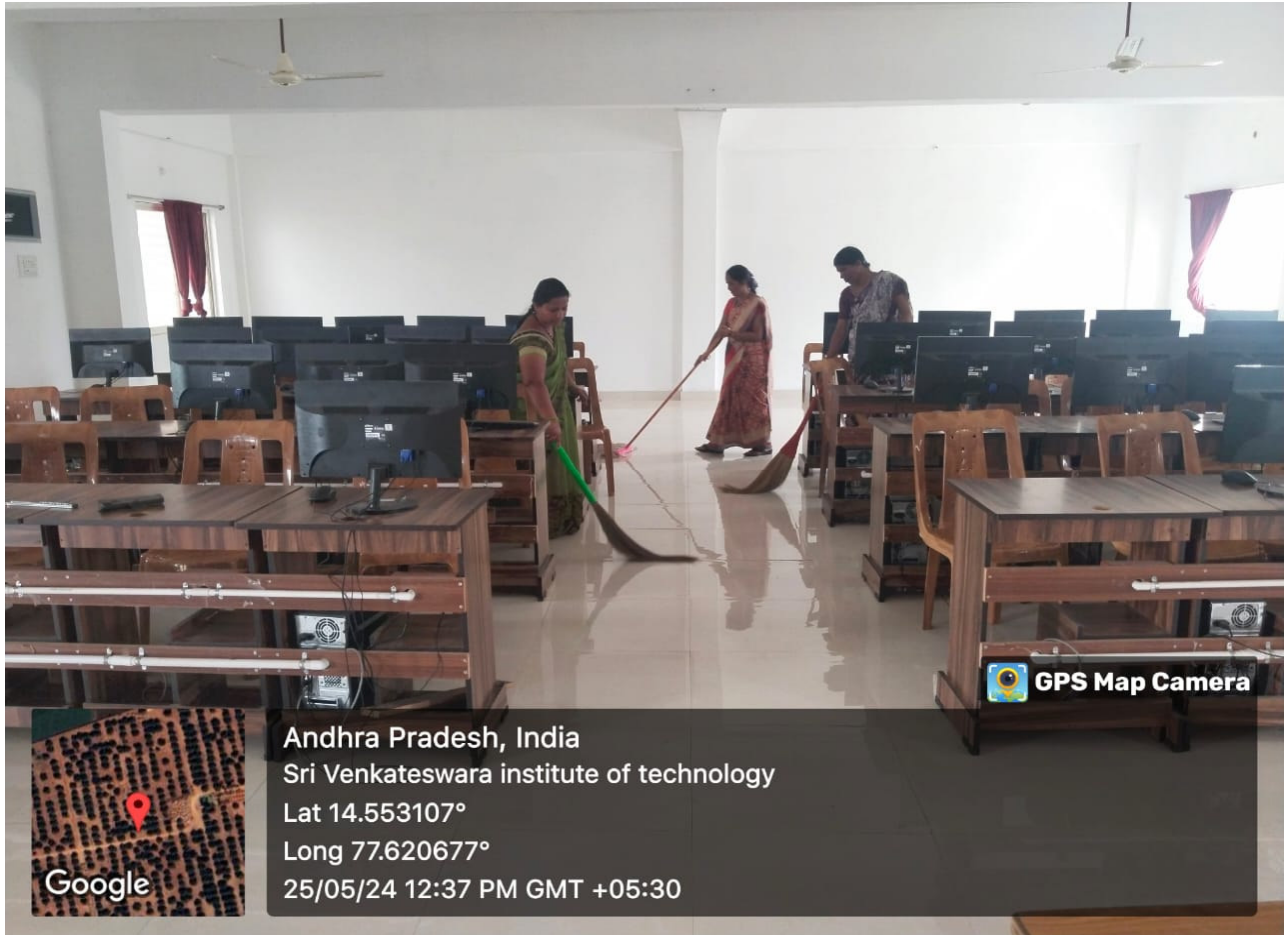
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COMPUTER LAB CLEANING

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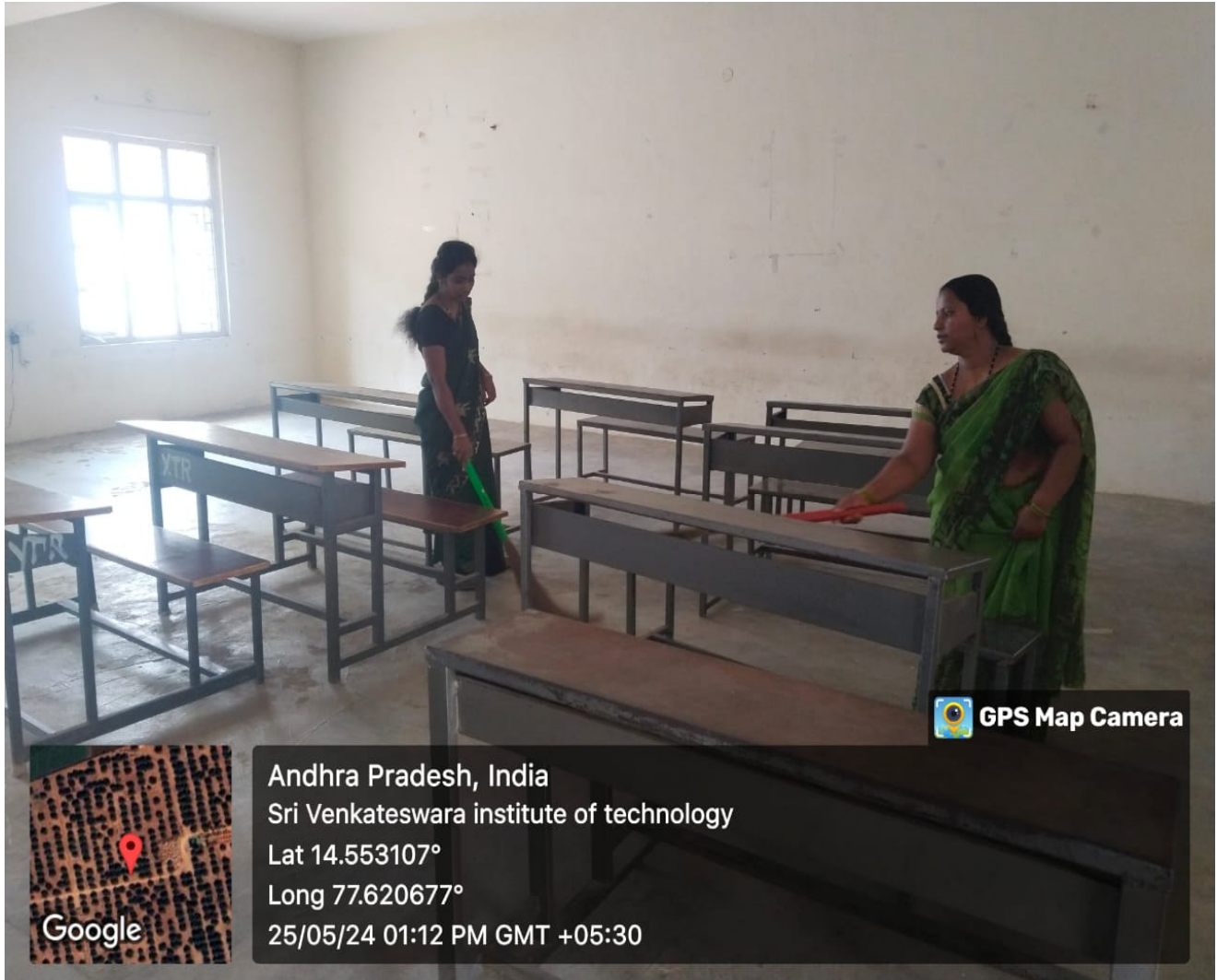
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CLASS ROOM CLEANING

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LIBRARY CLEANING

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FIRE EXTINGUISHER



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TRANSPORT FACILITY