

# **Infrastructure Maintenance Policy**

Vasavi College of engineering has an extensive infrastructure for teaching, learning and research programmes. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented here.

### ***Maintenance of Physical Facilities:***

The physical facilities are maintained by the Institution's engineering section, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and others are there in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The civil and electrical complaints are handled by maintenance cell which is under the supervision of the coordinator and maintenance staff. The complaints can be registered through [mcell@staff.vce.ac.in](mailto:mcell@staff.vce.ac.in).

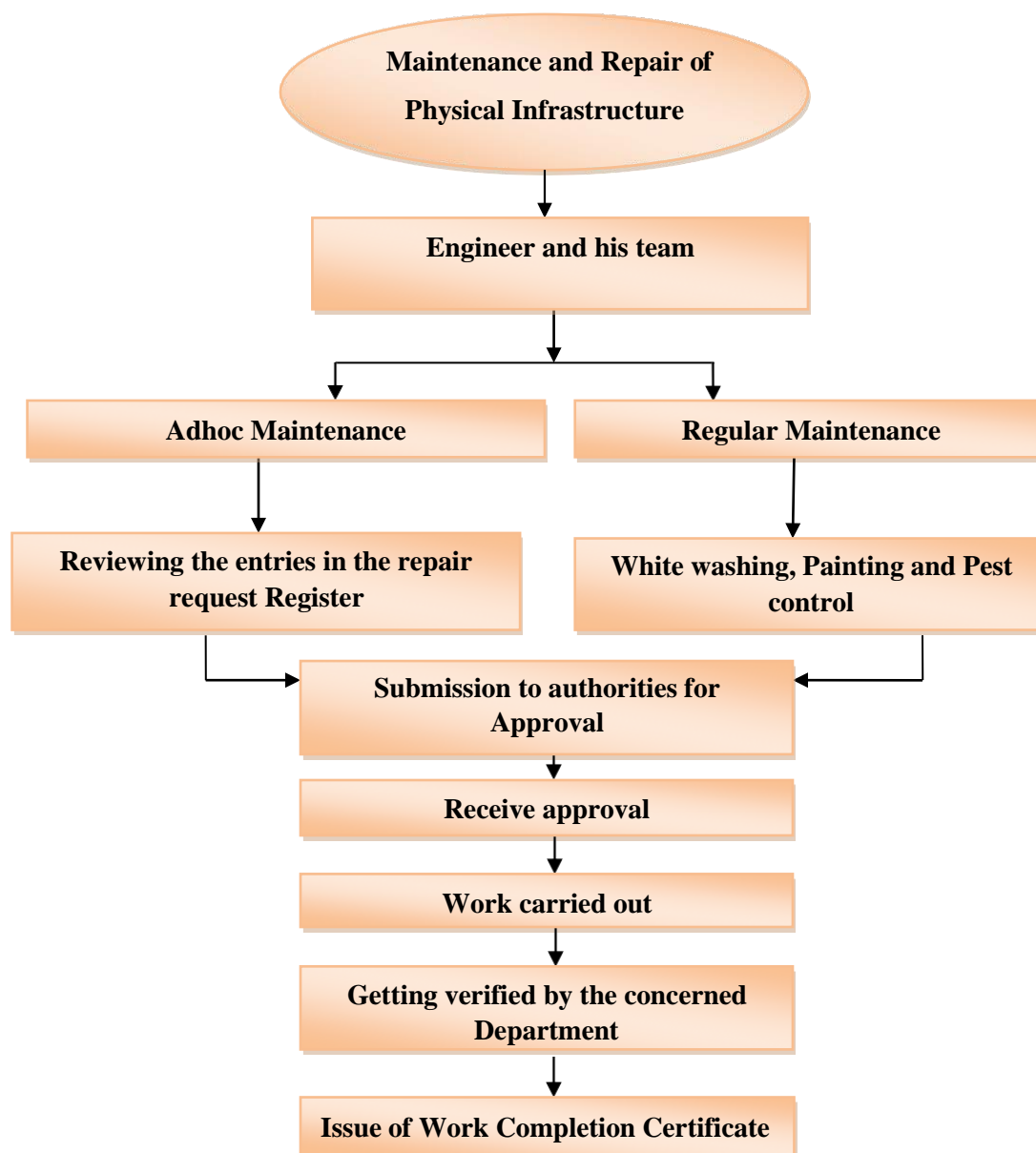
The care taker and supervisors with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and students amenity areas, cafeteria. Housekeeping services are outsourced on annual contract basis and are made available during day time.

### ***Maintenance of Classrooms, Furniture and Laboratories***

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### ***Maintenance and Utilisation of Seminar Halls and Auditoria***

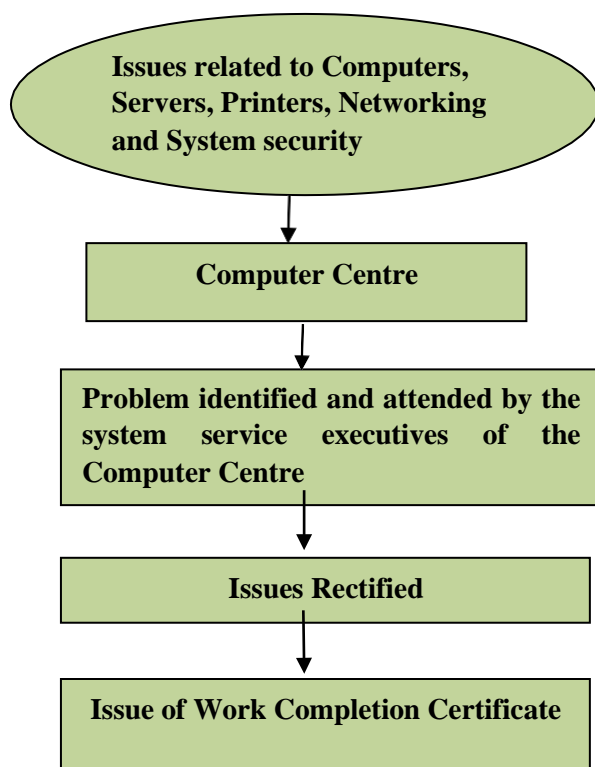
Seminar halls and auditoria are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with principal office, through HOD and principal, the date of event is registered and the halls are accessed on priority basis.



*Figure:1* Diagrammatic representations

### ***Maintenance of Facilities in computer centre:***

In Campus, the Computer Centre co ordinator and their support staff maintain the facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by centre.



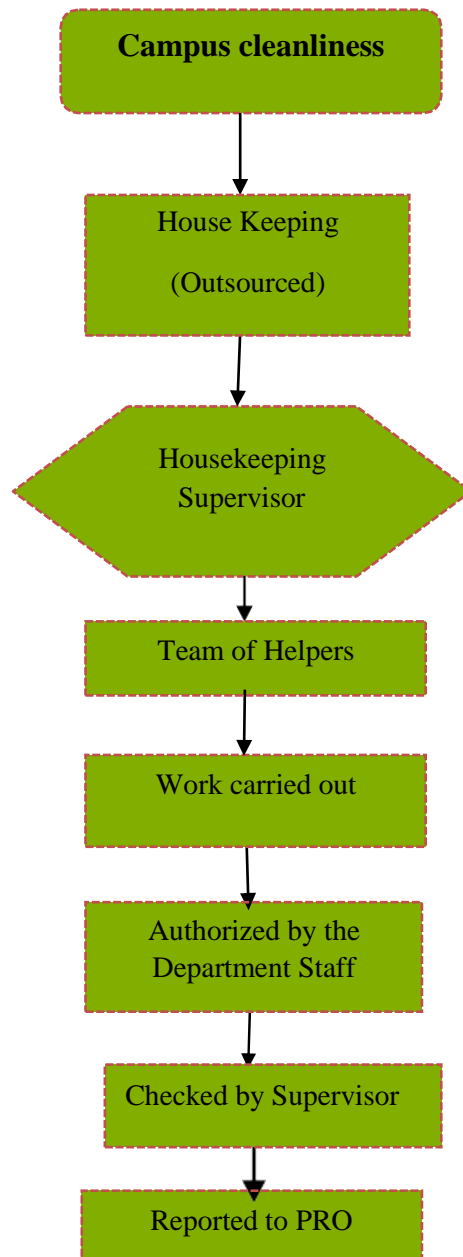
*Figure:2 Maintenance of Computer and Accessories*

### ***Maintenance of Sports and Games Facility***

The sports equipments in Campus are supervised and maintained by the Physical Director and supporting staff of Physical Education Department respectively. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipments..

## Maintenance of Campus Cleanliness

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the care taker and co ordinator of maintainence cell.



*Figure : 3 Maintenance of Campus Cleanliness*

## **Maintenance of other amenities**

College has 50KL The sewerage treatment plants(STP) and 26 number of rain water harvesting pits are maintained by the maintenance staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. Amenities like canteen and juice shop, stationery, bank and ATM facilities are there in the campus.

Green environmental aspects –Garden, solar panels, rainwater harvesting systems, are maintained by the gardeners every day and frequently by the National Service Scheme (NSS) volunteers as a service activity.

the campuses are under surveillance and the facility is taken care of by the Computer through annual contract with the service providers.

## **Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

## **Replacement of Equipment/ Electronics /Computers**

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

## **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 Engineer and his team members.