



MAINTENANCE POLICY

NPR College of Engineering & Technology owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has a structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities.

The physical facilities are maintained by the Maintenance Team, which comprises skilled faculty for supervision and Lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc.

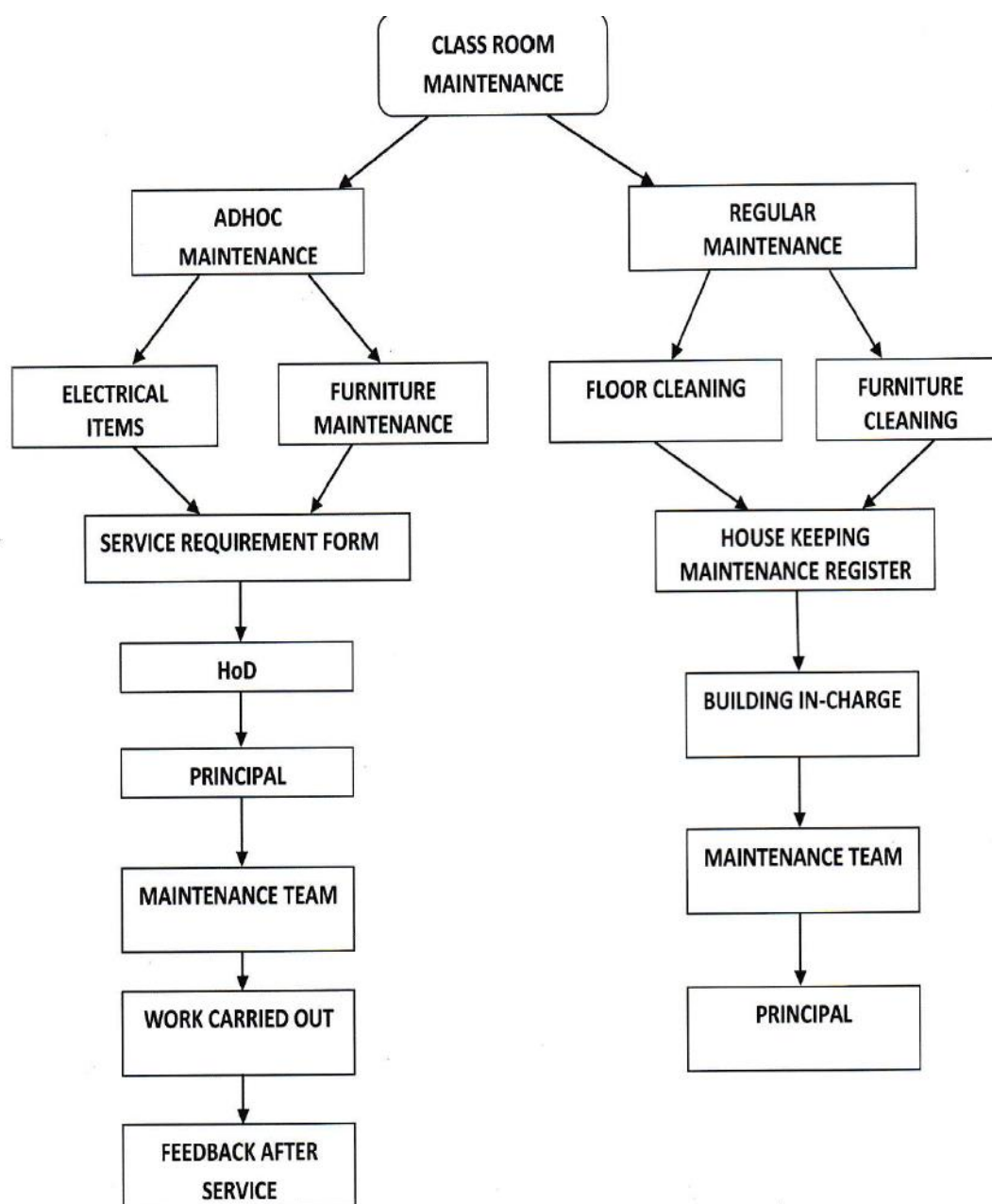
The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers.

If the service does not come under guarantee / warranty / free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The Maintenance Team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the in-house team and available during day time in all working days.

Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filing and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages. All the Maintenance works are done through proper requisition (As per the Annexure format) given by the various In-charges.

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES:

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in - charges and lab assistants take care of their respective laboratories. The requirements for class room maintenance works are initiated through the service requirement form (Annexure-1 format).





CLASS ROOM MAINTENANCE PROCEDURE

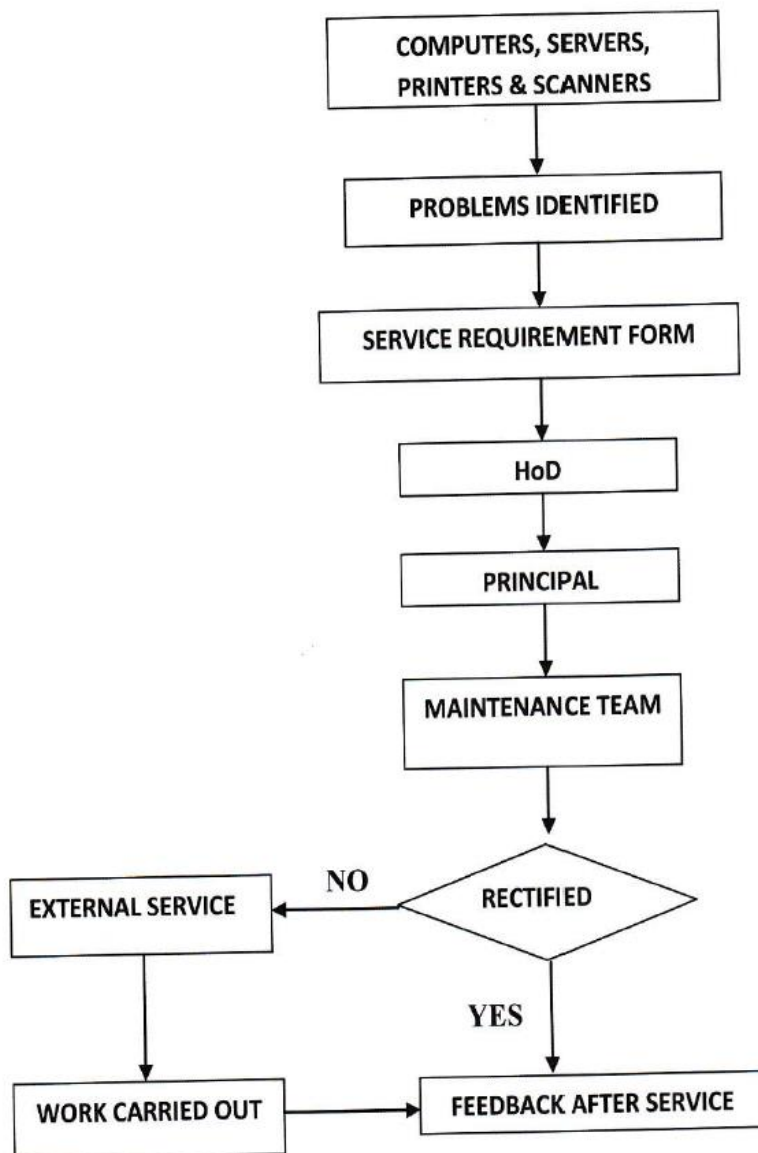
MAINTENANCE AND UTILIZATION OF LIBRARY:

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 repellants are used to save materials from Rats.
- The requirements for maintenance of the library works are initiated through the service requirement form (Annexure-1 format).

MAINTENANCE OF COMPUTER FACILITIES:

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, anti-virus 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. The requirements of IT facilities maintenance are initiated through the service requirement form (Annexure- 1 format) and the updating report is maintained in the computer maintenance register (Annexure-5 format).

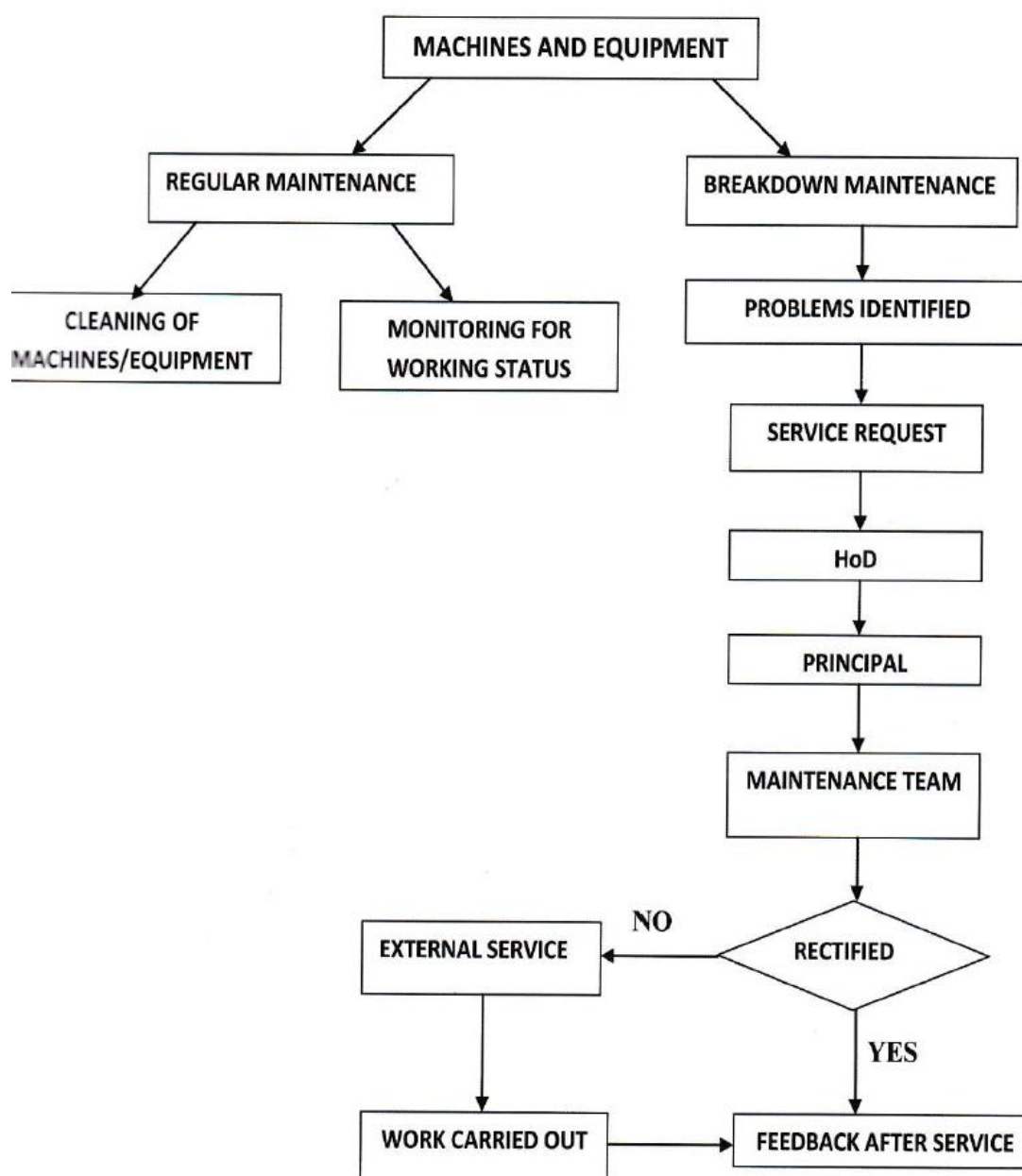


FLOW CHART FOR COMPUTER MAINTENANCE

MAINTENANCE OF LABORATORIES EQUIPMENT:

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. The Equipment Routine maintenance works are followed as per the Laboratory Routine maintenance schedule (Annexure-4 format). The requirements of Laboratory facilities maintenance are initiated

through the service requirement form (Annexure-1 format) and the Lab service yearly report is maintained in the Laboratory Maintenance Report (Annexure-2 format).



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE

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 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. The requirement of Laboratory facilities maintenance works initiated through the service requirement form (Annexure-1 format)

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.

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 which is initiated through the service requirement form (Annexure- 1 format) given by various Departments.



NPR

COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

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ANNEXURE-1

(Format for Service Requirement form)

SERVICE REQUIREMENT FORM

Ref. No.:

Date:

Name of the Staff :

Designation / Department :

Work plac :

Name of the Equipment / work :

Problem Identified / Nature of work :

Whom to attend :

Requested time of completion :

Suggestions / Recommendations (if any) :

Signature of the Staff :

Signature of the HOD :

Recommended by

FEEDBACK AFTER SERVICE

Attended by :

Working status :

Remarks :

Verified by :

Signature of the Principal

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ANNEXURE - 4

(Format for Laboratory Routine Maintenance Schedule)

Laboratory Routine Maintenance Schedule

DEPARTMENT OF _____

LABORATORY NAME _____

S/N	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half-yearly	Yearly
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Lab In-Charge

HoD / Civil

Principal



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