



4.4.2.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

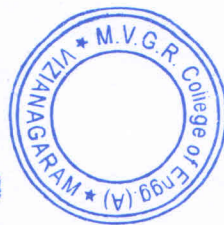
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INFRASTRUCTURE MAINTENANCE

POLICY



MAHARAJ VIJAYARAM GAJAPATHI RAJ

COLLEGE OF ENGINEERING (A)

**VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005**

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PRINCIPAL
MVGR College of Engineering (A)
VIZIANAGARAM-535005

1. Introduction

Maharajah Alak Narayan Society of Arts and Science (MANSAS) is an Educational Trust founded by Dr. (late) P.V.G Raju, Raja Saheb of Vizianagaram in the hallowed memory of his father Maharajah Alak Narayan Gajapati with a view to confound socio-economic inequalities in the Vizianagaram principality executing a trust deed on 12-11-1958 duly established Maharajah's College and other educational institutions in and around Vizianagaram. The Trust is a charitable one published under Section 6 a (1) of A.P Charitable and Hindu Religious Institutions and Endowment Act 30 of 1987.

The object of the Trust is to manage the properties of educational institutions under it and to promote and advance the cause of education in general, besides awarding scholarships to deserving students enabling them to undergo special training in science and industries in and out of India. The Trust has made an uncompromising contribution to the nation by presenting the stalwarts.

Trust offers KG to PhD level education in Arts, Sciences, Law, Pharmacy, Humanities Education, Engineering and Management and presently houses 13 Educational Institutions. MVGR College of Engineering is one of the 13 Institutes.

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the year 1997 by Maharaj Alak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education. The Institution is located in lush green, serene and pollution free environment spread over 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the north coastal region of Andhra Pradesh.

Institution at a glance:

- MVGR is a 22 years old institution, established in 1997
- All eligible UG Programs (CHEMICAL, CIV, CSE, ECE, EEE, IT & MECHANICAL) were re-accredited by NBA.
- MBA program was also re-accredited by NBA.
- Had been re-accredited with Grade 'A' by NAAC of UGC
- Has Permanent affiliation with JN Technological University-Kakinada
- Listed under sections 2(f) & 12(b) of UGC act 1956.
- Approved by AICTE-New Delhi
- EIGHT departments are recognized as RESEARCH CENTERS by JNTU-K
- Granted Autonomy by UGC in 2015
- Campus of 60 acre
- Offering 7 UG and 5 M.Tech., and 1 MBA program
- About 250 faculty of which 84 Ph.D. Degree holders
- 83 Laboratories with an investment of about 13 Crores
- Total built up area of about 7 Lakh Sft
- About 42,000 volumes and Access to 8 international online journal packages like IEEE, SPRINGER, etc.
- 1420 Systems & 395 Mbps band width internet facility
- About Rs. 4 Crore worth of on-going R&D projects



- Actively involved in civil engineering consultancy work as Third Party Quality Auditor for Vizianagaram Municipality
- WIPRO Recognized technology learning center and MISSION 10X partner institution
- Recognized National Instruments Academy for Training in LabView
- SIRO Recognition by DSIR
- Recognized PTC Centre of Excellence for Creo Training
- Identified by MSME as Business Incubation Centre
- APSSDC-Siemens Technical Skill Development Institute
- Recognized CMs SKILL EXCELLENCY CENTER (SEC)
- Microsoft Ed-vantage Platinum Partner
- Institutional member of IUCEE
- Institutional Member of CII
- Member, Chamber of Commerce, Vizianagaram
- Green Campus award by Govt. of AP

This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

2. Maintenance of Physical Facilities

The physical facilities are maintained by the Central Maintenance team , which comprises Dean (Admin). Dean (Civil Infrastructure), System administrator , Supervisor (Civil works), Supervisor (Electrical works) and Technicians. The services of plumbers, electricians, and computer analysts are available in the campus. The team 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.

Supervisor (civil works) monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are outsourced on annual contract basis and are made available during day time in all days.

Transport facilities are monitored and maintained by the Convener (transport) and team Annual maintenance of all vehicles is done promptly at the end of the academic year.



2.1. 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.

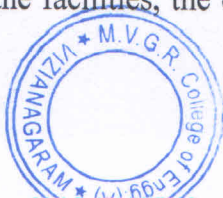
2.2. Maintenance and Utilisation of Library and Library Resources

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. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants. 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.

2.3. 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 Manager,



through HOD and Dean and the date of event is registered and the halls are accessed on priority basis.

3. Maintenance of ICT Facilities

In Campus , E – services team comprising of System administrators, networking administrator and technical staff to maintain the ICT 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 respective centre.

4. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Head of the Institution.

Standard operating procedures for all high end equipments are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded by procedure after getting the report of the IMF and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

4.1 Maintenance and Utilisation of Advanced Research Lab and the Central Computing

Lab

Advanced research labs housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the corresponding Dean/HOD on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service



requisition form to the concerned HOD. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users

5. Maintenance of Sports and Games Facility

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Directress and Faculty members of Physical Education Department respectively. Expensive equipments in the Gymnasium are maintained through Annual Maintenance Contract. 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.

6. Maintenance of Campus Cleanliness

Cleaning of the campus areas 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 thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Deam (Admin) .

7. Maintenance of other amenities

The effluent treatment plants and rain water harvesting systems are maintained by the Dean (Civil Infrastructure) and support 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 24/7 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, laundry and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, the orchards, bird feeders, solar panels, wind mill, rainwater harvesting systems, and the green house are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

Campus is under surveillance and the facility is taken care of by the central e-services team.



8. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT 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.

9. 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.

10. 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.

