

**Internal Quality Assurance Cell (IQAC)**  
**MVGR College of Engineering (A)**  
**2014-15**

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**Procedures and policies for maintaining and utilizing physical, academic and support facilities**  
(like laboratory, library, sports complex, computers, classrooms etc...)

Various committees are constituted with one of the senior faculty as convener to monitor the maintenance of academic infrastructure and facilities.

**Distinct features**

- **Maintenance of Buildings:** Maintenance committee headed by Dean (Civil Infrastructure) looks after everything connected to construction & maintenance of buildings. College has a Campus Engineer to implement the decisions taken by maintenance committee in connection with maintenance of infrastructure, electrical and plumbing requirements, painting and repairs if any in the campus. In addition, campus engineer attends to the complaints and suggestions from students and faculty.
- **Maintenance of Campus:** The day-to-day cleaning of the campus is maintained by the Maintenance Supervisor who reports to the Campus Engineer. Maintenance Supervisor is provided with a team of contingent staff for housekeeping, sanitation and gardening works in the campus daily. The Maintenance Supervisor prepares a schedule for regular maintenance of the campus.
- **Maintenance of Library:** the infrastructure and facilities available in the library are looked after by the library staff as per the guidelines for library committee headed by Asst. Principal (Academics). Library stock verification is carried out annually. Up keep of the library is also looked after by the Maintenance Supervisor. The books and journals are kept clean and tidy by the library assistants who report to the Librarian.
- **Maintenance of Play Area:** - The Physical Directors are in-charge for the play areas. The cleanliness is maintained with man-power provided by the Campus Engineer.
- **Maintenance of Labs & Lab Equipment:** The Equipment in the labs is monitored by the lab technicians who closely observe their functioning & calibration regularly and report failures to the lab in-charges. The lab in-charges are responsible for the physical safety, preventive and breakdown maintenance of all lab equipment. They also suggest the purchase of new equipment (necessitated by change of Syllabus), scrapping obsolete and old equipment in the lab stock and for the replacement/ repair of the damaged. The committee ensures the availability and accessibility by keeping the lab infrastructure in working condition. Each Lab is provided with suitable Notice Boards, Display Charts for access to information and enhanced learning.
- **Maintenance of Teaching Aids:** All the departments have dedicated teaching aids which are centrally maintained by the E-Service committee headed by a senior professor with the help of system administrator and E-Service committee member representing the department. Department E-service committee member nominated by the HoD is in charge for maintenance and to monitor the teaching aids allotted to the department like department lap-tops, OHPs, LCD projectors, White Screens etc., The maintenance registers are available in the respective departments.
- All the equipment and the other office infrastructure are maintained under the supervision and guidance of Maintenance Coordinators/Conveners in Electrical, Mechanical and Communication equipment. Whereas, the computers located all over the campus are maintained by system administrator and his team and regular up gradation is carried out for proper functioning. Annual maintenance contracts are made with outside agencies for maintenance of a few equipment where maintenance is required to be done by professionals and more qualified technicians.



  
**PRINCIPAL**