

PROCEDURES AND POLICIES FOR MAINTENANCE OF FACILITIES

To achieve efficiency, quality output and uniformity of performance, while reducing miscommunication a Standard Operating Procedure (SOP) has been framed for civil maintenance, laboratory, power supply, software up keeping, library.

➤ Civil Maintenance

Civil works in-charge inspects the premises at regular intervals and identifies the problems and takes necessary action upon the complaints received from various departments subjected to degree of urgency of the problem. He checks whether all the water storage and sanitation systems are properly cleaned at regular intervals. On receiving the complaints through note from departments, problem will be identified and it is resolved using the expertise of skilled workers (available in the institute or hired from outside). Regular inspection and maintenance works are carried out.

➤ Laboratory maintenance

Regular Upkeep and maintenance of equipment as well as repair of equipment is important for proper functioning of any engineering laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed.

If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If repair cannot be done by technicians of institution, then it is repaired by the persons outside the organization. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately. If items are required then a proposal is sent to the purchase incharge through proper channel (concerned HOD). After the items are purchased the equipment will be repaired by the respective person. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

➤ Power supply and Maintenance:

Department of electrical engineering deals with power supply and maintenance. Following SOP is followed for uninterrupted power supply in college premises.

- Checking diesel in storage tank daily and Replenishing stock of diesel
- Checking distilled water level in radiator daily, and if any shortage is found, it is refilled.

- Checking lubricant oil and specific gravity of distilled water of batteries daily
- Cleaning the Radiator fan belt, generators daily
- Maintaining load balance in three phases of generators, painting plinths and machines for every one year
- Registering the number of working hours of each generator.
- Checking earth resistance and watering the earth pits weekly

➤ **Central Library:**

A Well-equipped and well managed Library is the foundation of modern education structure .The importance of the library in the college can be appreciated properly and precisely only if we understand the changing concepts of education today. RVR& JC CE library is fully computerized and is automated with **Environ Lib software**.

➤ **Computers:**

There are 2000 branded computers in the campus. These computers and other IT infrastructure are maintained by two qualified technicians. There are 65 online UPS units and are under annual maintenance contract with suppliers.