

Procedures & policies regarding Maintenance within the campus

The maintenance of physical, support facilities and academic have been divided into following sub sections and the responsibility of sections is fixed as explained below. Operation, maintenance, and repairs (OMR) of physical facilities such as plumbing, water supply and drainage of institution buildings and boys' and girls' hostels is looked after by an estate engineer. He also looks after maintenance of classrooms, laboratories, and the college campus. One of the teaching faculty of Civil Engineering Department works as estate engineer. His teaching load is reduced by about 30 of the normal loads. Whenever any repair is required, the estate engineer writes an application to the Principal through the concerned head. The Principal sanctions the work and forwards the application to the estate engineer, who gets the work done and submits the bill for payment to the Principal. The accountant pays the bill after sanctioned by the Principal. The OMR of the electrical equipment including fans, lightnings, generator, electric supply lines etc. is looked after by the Head of Electronics Engineering Department with the help of two wiremen and a technical assistant/store clerk. Applications of complaints regarding electricity are sent to the Head of Electronics Engineering Department who sanctions and forwards the same to the wireman. The purchasing, if required for the OMR, is done after taking sanction from the Principal. The OMR of laboratories is carried out by the concerned in charge and laboratory assistant. The laboratory in charge first obtains sanction for repairing or purchasing of consumable items from the Principal through the concerned head of the department and then gets the work done with the help of the laboratory assistant. A CSR (Consumable Stock Register) is maintained for OMR and purchasing of consumable items such as oils, glass wares etc. At the start of every semester, cleaning and oiling of all machines is carried out. The OMR of library is done by the librarian under the guidance of one faculty incharge of the library such as pest control, book binding etc. The pest control is done every year and book binding is done as per requirement. The OMR of computing equipment of the institution is looked after by the Head of Computer Engineering Department with help of two assistants/programmers. Applications are sent to the Head of the Computer Engineering Department for repairing of printers, LCD projectors and maintenance of computers. Maintenance of sport facilities is carried out by a committee appointed by the Principal. The committee consists of the physical director and two faculty members.