



# SRI VENKATESWARA COLLEGE OF ENGINEERING (Autonomous)

Karakambadi Road, Opposite LIC Training Centre, Tirupati – 517 507.  
Accredited by NBA (B.Tech – CSE, ECE,EEE,Mech.,Civil and IT) & NAAC with 'A' Grade  
Approved by AICTE, New Delhi permanently affiliated to JNTUA, Ananthapuram.

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## Policy of Infrastructure Maintenance

Sri Venkateswara College of Engineering has an extensive infrastructure for teaching, learning, research programmes administrative purposes and other amenities. They must be maintained properly and kept in good condition for the best use of the stakeholders of the Institution. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories.

### 1. Class rooms and furniture:

The furniture in classrooms and teaching aids are maintained by the respective department staff, attendants and supervised by the respective heads of various departments. 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. Staff of respective departments; monitor effective utilization of the class rooms. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

### 2. Laboratories:

The equipment in the laboratory is maintained and inspected periodically both by Professors and non-teaching staff. The damaged equipment is replaced with the new equipment upon requisition from the Head of the concerned departments.

### 3. Administrative facilities:

Principal/director room, board room, office, all cabins of the heads of the departments, department offices, faculty rooms, examinations control office, placement cell, central store are used for various administrative purposes.

### 4. Maintenance and Utilization of Seminar Halls and Auditoria

Seminar halls and auditoria are under the purview of the civil engineer and electrical engineer. Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff members submits a form available in the principal office, through HOD and principal, the date of event is registered and the halls are accessed on priority basis.

## **5. IT & computer facilities:**

Computer systems, Servers, Internet and Wi-Fi facility, Smart Boards, LCD projectors, computer hardware, CCTV, biometric devices, audio-visual tools and other ICT equipment are maintained by the qualified technical staff. The annual maintenance like software installation, antivirus installation and up gradation is also done periodically. To minimize e-waste, the projectors, computers, printers and photocopiers are serviced periodically.

## **6. Electrical equipment:**

Solar power plants are used to reduce the consumption of direct electricity for the entire campus and generators are used to balance the power fluctuations in campus. The maintenance comprises actions that are carried out to replace worn out assets. Electrical engineer is responsible for the uninterrupted power supply and maintenance of power distribution system and solar panels. To avoid e – waste, the outdated electronics/computers are put on, as per norms new items are procured.

## **7. Maintenance of Library:**

- The college has two libraries. The Chief Librarian and his staff look after the maintenance and the utilization of the library.
- Access, issue and return of the books are under careful vigilance of the librarian.
- The racks and furniture in reading hall are always kept clean and the librarian monitors periodically the maintenance of racks, almirahs, books, computers, CDs and other material in the library.
- Librarian ensures that the books are organized as per the standard library practices for the easy access of the users.
- Online and offline catalogues are updated periodically and as and when new editions are made.
- Stock registers are maintained and verified frequently. The access on register, gate entry register, circulation register, fine register, missing books, no dues applications, E-Journal usage, statistical reports, issue register of all the visitors/users of the library are maintained up to date.
- Photocopiers and other reprography equipment are serviced periodically through AMC or on call basis.
- Digitalization of library is carried out using open source library management software "KOHA" with OPAC facility.

## **8. Sports:**

- The physical education director is in-charge of the proper utilization and maintenance of the sports infrastructure, facilities and material.
- Regular practice to students on sports and games is provided to the students in the respective fields and courts.
- Sports equipment is maintained in good condition by the Physical Education Director for the regular use of the students.
- Stock Register is updated with every new procurement/condemnation. Annual stock verification is performed with the help of the committee instituted by the principal.
- All the data pertaining to the achievements of students, conduction of events, list of students participated outside and other reports related to sports activities is maintained properly for audit.
- The college hires a cricket and a football coach from time to time to train it's teams which win University level competition.

## **9. Security:**

Security personnel are hired to maintain the security in the main and annex campus. They provide the initial checks at entry gates of the College campus and ensure that the authorized persons and college students are only allowed inside the campus.

## **10. Other Amenities:**

Toilets (Ladies & Gents), boys common room, girls common room, cafeteria, Tuck-shop (stationery store), reprography centre, dispensary, principal's quarters, guesthouse, auditorium, open air auditorium, boys hostel, girls hostel are maintained well and the gardeners frequently work to maintain the greenery of the campus.

Maintenance of the buildings is headed by the Chief Engineer of the Institution. He takes care for overall maintenance of the infrastructure of the institution in coordination with the Civil Engineer and Electrical engineer. The day-to-day facilities are taken care by the AO of our institution. The facilities Manager and supervisors for each block assist the AO.

watering the plants, sewage and drains are taken care by supporting staff. The civil and electrical complaints are handled by maintenance cell which is under the supervision of the coordinator and maintenance staff. The complaints and suggestions can be registered through whats app group and e-mails. The supervisors and their team monitor the maintenance and cleanliness of the

buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and students amenity areas, cafeteria.

Civil works, plumbing works, uninterrupted water facility, maintenance of generator, fire equipment, white washing and campus cleanliness are maintained regularly.

### **11. Vehicles:**

- All vehicles are utilized only for official purpose and maintained in good condition by the drivers and assistants appointed by the institution.
- The drivers maintain the logbook for diesel/petrol and other repair works of the vehicles.
- The Insurance/Fitness/pollution certificates for all the vehicles are renewed with the concerned offices every year before the stipulated period of expiry.
- All the condemned items should duly be reported to the Principal, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.
- All the departments and sections must maintain proper stock registers and the institution shall constitute a committee for stock verification every year and report the same to the governing Body.

The materials available in the department are properly entered into the stock register/logbook and kept updated for verification/audit. Damage/loss of the goods/leakage are instantly reported to the maintenance section. Any repair work/service is performed by the designated staff only. Cleanliness and hygiene are given utmost priority

### **Maintenance of Campus Cleanliness:**

Cleaning of the campus areas in both campuses 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 every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the care taker and Coordinator of maintenance cell.

### **Maintenance of other amenities**

College has 50KL The sewerage treatment plants (STP) and 26 number of rain water harvesting pits are maintained by the maintenance 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 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 and ATM facilities are there in the campus.

Green environmental aspects –Garden, solar panels, rainwater harvesting systems, are maintained by the gardeners every day and frequently by the **National Service Scheme (NSS)**: NSS officers frequently conduct camps like blood donation, free book distribution to poor students with volunteers as a service activity. The campuses are under CC TV surveillance and the facility is looked after by the computer through annual contract with the service providers.

### **Annual Stock Checking**

Annual stock checking of furniture, lab equipment, stationery 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.

### **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.

### **Information System and Website**

The college has a dynamic website along social media which is maintained by department of computer science and some trained Non-teaching staff especially hired for such maintenance.