



# SIR C.V. RAMAN INSTITUTE OF TECHNOLOGY AND SCIENCES

Anantapuramu Road, TADIPATRI - 515 411. Anantapuramu Dist. (A.P.)

Approved by : A.I.C.T.E. NEW DELHI. Affiliated to JNTUA, Anantapuramu.

mail : scvrits@gmail.com website : www.cvrt.in Ph : 08558 - 227800 Cell : 9490732667

## MAINTENANCE POLICY

### 1. INTRODUCTION

**SIR CV RAMAN INSTITUTE OF TECHNOLOGY & SCIENCES** owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities. The physical facilities are maintained by the Maintenance Team, which comprises skilled faculty for supervision and Lab technician for vice from Civil, Mechanical, EEE, ECE, Computer Science & Engineering and MBA Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting power distribution system. Solar panels, water pumps, etc. The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request. The maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers. If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The maintenance Team members monitor the 'maintenance and cleanliness of the buildings, classrooms, labs, furniture. Campus ground. Sports facilities, staff lounges. Student's amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by then-house team and available during day time in all working days Roadside service and breakdown coverage services are undertaken by external services- Cleaning of vehicles, air fling and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by exit automobile garages.

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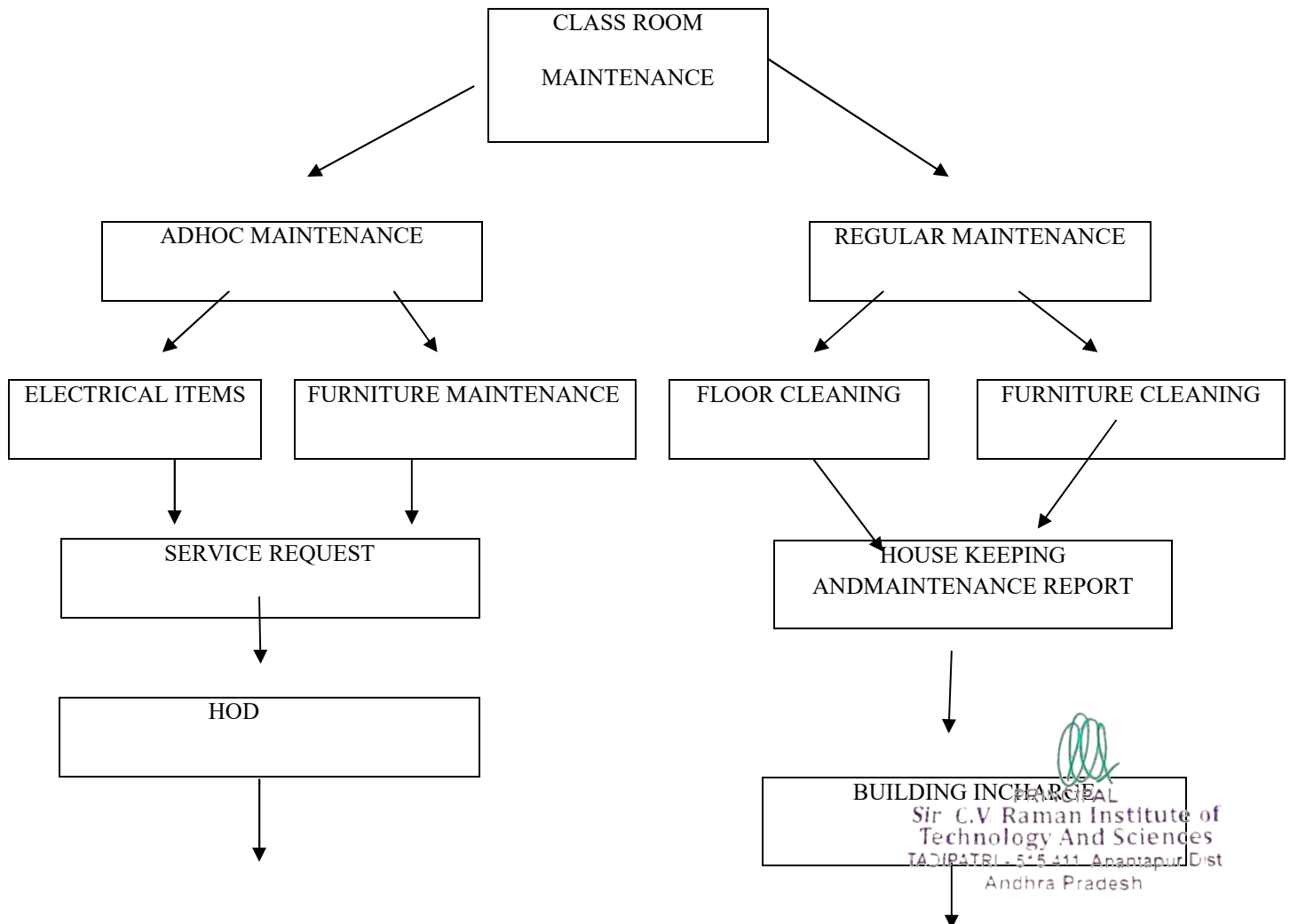
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## 2. MAINTENANCE OF CLASSROOMS FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charges and lab assistants take care of their Respective laboratories.



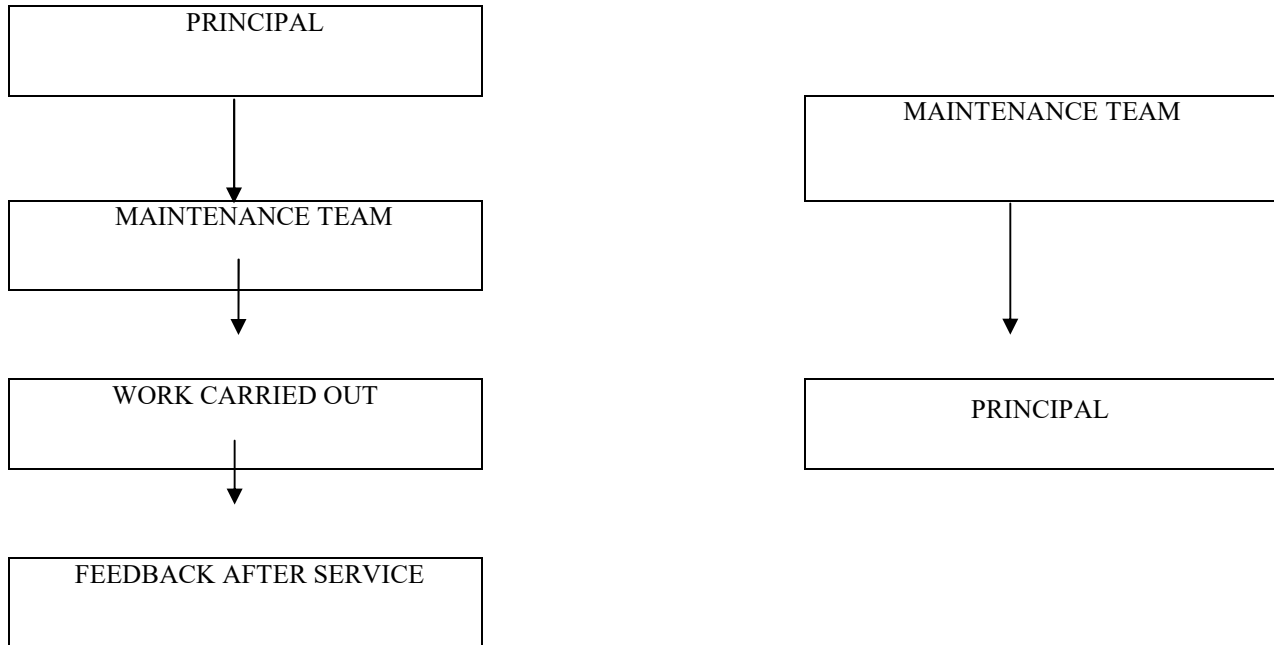


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### 3. MAINTENANCE AND UTILIZATION OF LIBRARY

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 foedt—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

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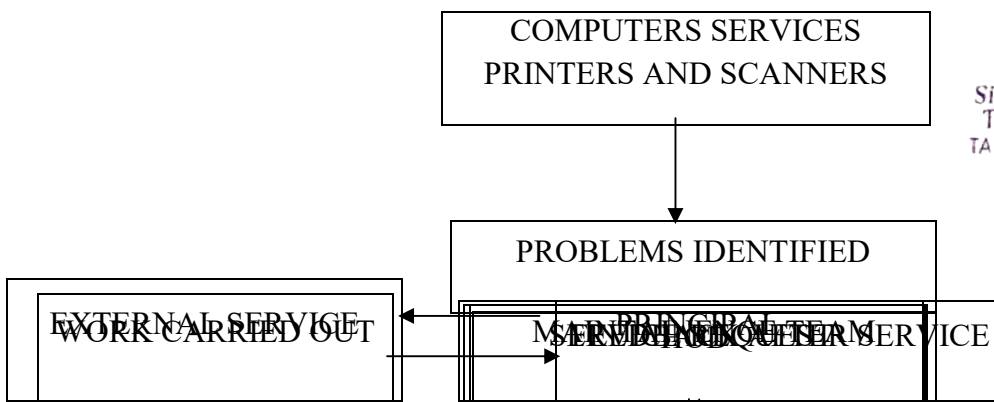
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should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Magnetic discs or documents 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, proper cleaning. Fustigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats,

## 4. MAINTENANCE OF COMPUTING FACILITIES

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator, To minimize-waste, electronic. gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department of the college



  
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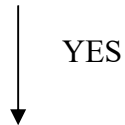
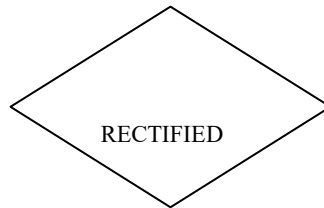
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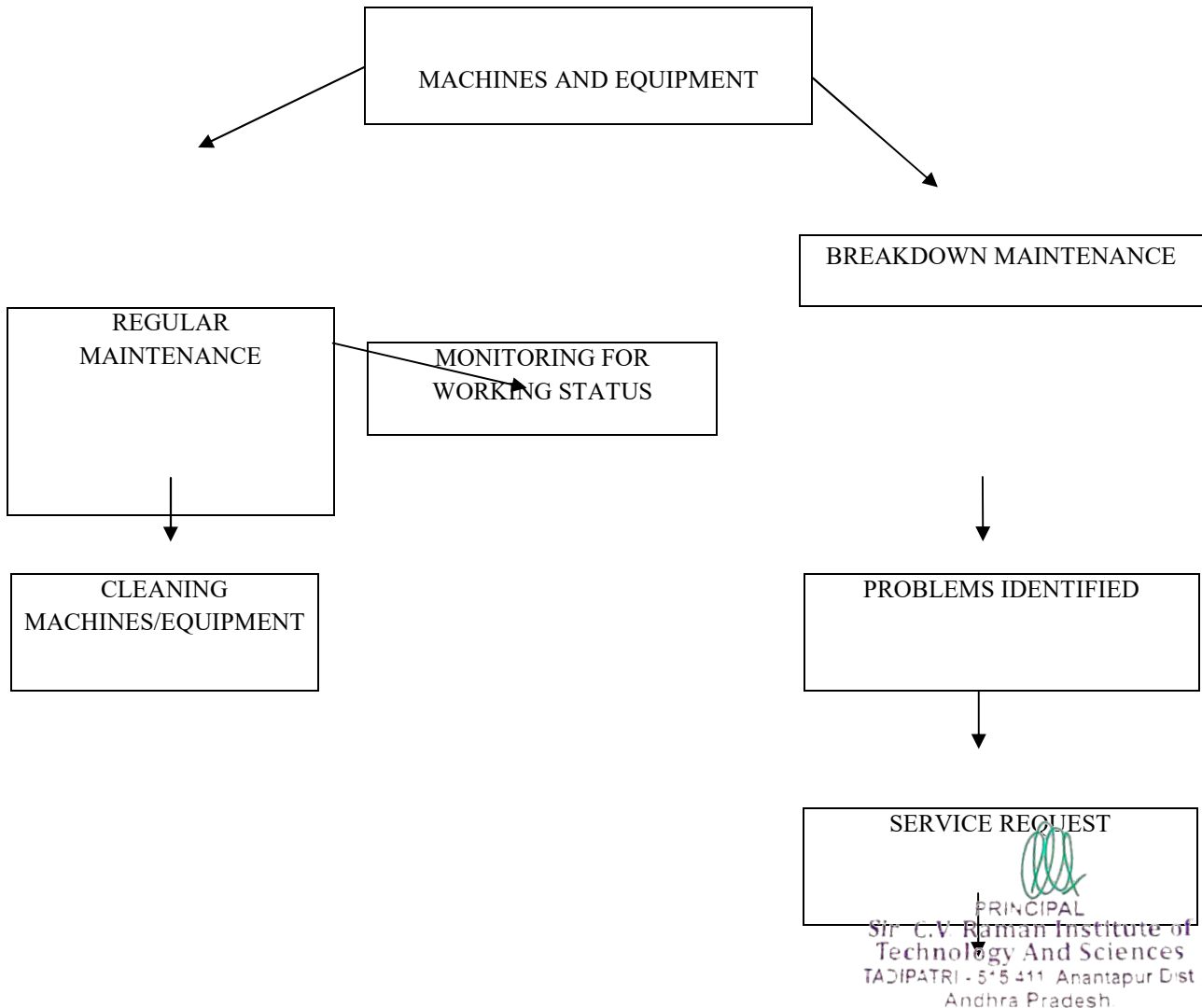
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## 5. MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members and lab assistants and other service personnel are given responsibility to maintain the equipment under their purview. Stock Registers, maintenance register and log books are maintained in the respective laboratories to report entries and defects arising for rectification defects arising for rectification. The lab assistants are provided training maid the equipment by the 1-ioDs time to time enhancing their technical skills.



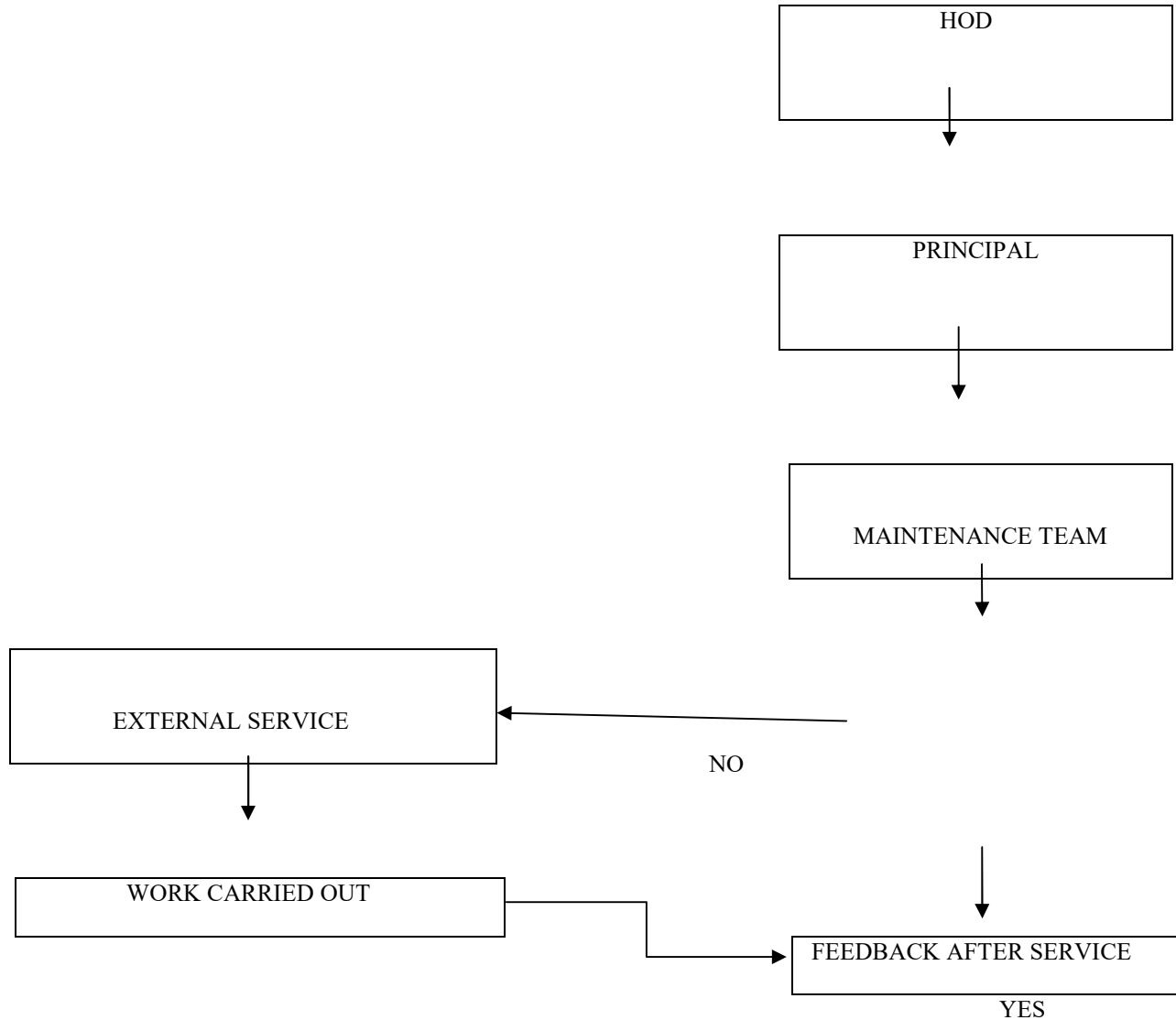


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## 6. MAINTENANCE OF OTHER AMENITIES



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RO consumables, membranes, filter and chemical which are to be replaced /recharged is covered within the annual maintenance contract made with the company. Cleaning of the tank is done once in three months to prevent smell and deterioration impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tank A of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fire-extinguishers are installed in various blocks and are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our premises are under surveillance and the facility is taken care of by the system administrator and with the service providers.

## 7. ANNUAL STOCK CHECKING

Annual stock checking of furniture, Lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

## 8. DAY TO DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, HU 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 team members.



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