

Maintenance Policy

The Institute has an Estate Officer under whose direction the maintenance of buildings, classrooms and laboratories are carried out. He works in association with a group of dedicated maintenance and supporting staff to ensure that the buildings, equipments, and all other infrastructural facilities of the college are continually kept in good condition. It is his responsibility to ensure the cleanliness of the facilities and the surroundings. The maintenance of the following facilities are taken care of by the estate officer. ? Estate Officer

- Systems Internet Maintenance
- Roads Buildings
- Water Supply
- Electrical Supply
- Sanitary Maintenance
- Maintenance of Gardens
- Vehicle Parking
- Canteen
- Security
- Dispensary

For the maintenance of the equipment, the college has contracts with the hardware firms apart from some of the employees. The maintenance contracts help in the up-gradation of equipment. The above staff members interact with the departmental heads and the management and ensure fulfilment of further requirement whenever necessary.

1. Maintenance of equipment: For the maintenance of the equipment and computers the college has contracts with the hardware firms. The maintenance contracts help in the upgradation of equipment if desired.
2. Services: The College outsources the services such as gardening, cleaning and washing of classrooms, laboratories, toilets, verandas and surroundings as may be required.
3. Campus security: Campus Security is outsourced to a licensed security agency based at Warangal for 24 hours, round the clock in 3 shifts.
4. General Maintenance: The Board of Governors allocate sufficient fund for infrastructure development:

- Annual maintenance and repair of the infrastructure are taken care by the college in a systematic manner. Day to day maintenance is carried out by the appointed staff for cleaning and maintenance of the building. The laboratory equipments are maintained through College Development Fund. The computers and electronic devices are maintained and repaired through the funds available in the institution.
- The estate officer coordinates the college and indoor facilities he also oversees the maintenance of outdoor areas such as- playground, parking areas, lawns, gardens, etc.
- A series of process maps and SOPs have been developed for maintenance and various purchase activities connected to infrastructural maintenance.
- As a policy, faculty members, staff, lab assistants, drivers and other service personnel are given responsibility to maintain the equipments under their supervision and report to the Estate officer if additional maintenance assistance is required for those equipments.
- Any incident beyond the scope of SOP is reported to the estate officer, who assigns the task to a team of capable and dedicated maintenance personnel.
- For maintenance of equipment, computers, elevators, etc., the college has AMC with relevant agency.
- The college consists of over head tanks and bore wells at many places to provide constant supply of safe water.
- 20 kVA are installed in each of the computer Labs.
- Two Generators of Capacity 125 kVA and, 320 kVA with total power backup of 445 kVA are used in case of power.

**Sd/-
Principal**