# **RAGHU ENGINEERING COLLEGE**

## Infrastructure Maintenance Policy



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Dakamarri, Bheemunipatnam Mandal, Visakhapatnam District - 531162 (AP)

**Corporate Office :** 

:

10-5-2/1, Ramnagar, Visakhapatnam 530002 (AP)



(Approved by AICTE, Accredited by NBA, New Delhi & Permanently Affiliated to JNTU, Kakinada) Dakamarri, Bheemunipatnam (Mandal), Visakhapatnam Dist.-531 162. (A.P.), India. Ph: +91-8922-248001, 248002, 248011 e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

**RAGHU ENGINEERING COLLEGE** 

Raghu Engineering College has an extensive infrastructure for teaching, learning and research programmes. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories.

### Maintenance of Physical Facilities:

The physical facilities are maintained by the Institution's engineering section, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and others are there in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The civil and electrical complaints are handled by maintenance cell which is under the supervision of the coordinator and maintenance staff. The complaints can be registered through mail: maintenance@raghuenggcollege.in or maintenance WhatsApp group

The care taker and supervisors with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and students amenity areas, cafeteria. Housekeeping services are available during daytime.

#### Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff, attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. 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. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.



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### Maintenance and Utilisation of Seminar Halls and Auditoria

Seminar halls and auditoria are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with principal office, through HOD and principal, the date of event is registered and the halls are accessed on priority basis. Maintenance of Facilities in computer centre:

In Campus, the Computer Centre coordinator and their support staff maintain the facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by Computer centre.

### **Games** Facility

The sports equipments in Campus are supervised and maintained by the Physical Director and supporting staff of Physical Education Department respectively. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipments..

#### Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the 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 caretaker and coordinator of maintenance cell.



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### Maintenance of other amenities

College has 10KLD sewerage treatment plants (STP) and 10 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 with RO treatment of capacity 1000LPH and 2000LPH under Annual Maintenance Contract. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. The solar water heaters of capacity 4x500 LPH in boys Hostel and 500 LPH at Girls Hostel are regularly maintained as per the schedule. Amenities like canteen and juice shop, stationery and ATM facilities are there in the campus whose maintenance is on daily basis.

Green environmental aspects –Garden, solar panels, rainwater harvesting systems, are maintained by the gardeners every day and frequently by the National Service Scheme (NSS) volunteers as a service activity.

the campuses are under surveillance of CC Cameras and the facility is taken care of by the Computer Centre staff and 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.

### **Replacement of Equipment / Electronics / Computers**

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.



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### 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.



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