



DNR COLLEGE (A),BHIMAVARAM



DANTULURI NARAYANA RAJU COLLEGE

(Autonomous)

BHIMAVARAM, W.G.DIST, ANDHRA PRADESH, INDIA, PIN- 534202.

(Accredited at 'B⁺⁺' level by NAAC)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Maintenance Policy

of

DANTULURI NARAYANA RAJU COLLEGE (D.N.R.)

(Autonomous)

BHIMAVARAM - 534 202





Policy Statement:

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

Objectives:

- To maintain equipment and amenities in laboratories in proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the campus.

Administration

- The maintenance supervisor shall be appointed by the principal to look after all the maintenance related activities of the institute with assistance from other staff.
- The systems maintenance section is headed by a Professor who shall be responsible for maintaining computer and ICT facilities.

Maintenance Procedure:

- Any problem that occurs in a department is represented to the maintenance supervisor through a letter/mail.
- The supervisor deposes a skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the maintenance section or central store through proper request.
- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance supervisor.



- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained.
- While purchasing any new equipment , the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.

I- ACADEMIC FACILITIES:

i. Laboratories:

- The maintenance and repair of equipment is done by the respective departments with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

ii. Class Rooms:

- Every department has a faculty in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The in-charge will resolve the problem through the Head of the Department following the internal operating procedure.



iii. Library:

- The maintenance of library is taken care by Librarian and his supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

II- Computer and ICT Facilities:

- All computers in the institute premises have been connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to technician. In case the problem persists, the same is referred to the outside vendor.
- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator.
- Fiber Optic cable issues are maintained with the support from vendor.
- AnyupgradationsormodificationoftheexistingNetworkModeliscarriedoutby inviting quotations from external agencies by following the central purchase procedure.

III- Maintenance of Infrastructure (Building):

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.
- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.



- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Annual inspection is done for Fire Safety by AP state Disaster Response, and Fire Service Department and issues fire safety certificate.

IV- Electrical Systems Maintenance:

- Monthly monitoring of electrical systems such as solar PV system, generator, UPS, and batteries is done and its status is entered in the Log/Stock Book. The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS is installed in each department to ensure uninterrupted power supply for all computers.
- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.

V-Furniture Maintenance:

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

VI- SPORTS AND GAMES FACILITIES:

- The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.



VII- HOUSEKEEPING Maintenance:

- The total College campus, which includes, buildings, gardens and landscape are properly maintained and ensured for its effectiveness in order to have healthy environment to serve the staff and the students.
- The College name board, direction boards and all other display boards are cleaned once in a week and maintained for its legibility and clarity at all times.
- All the classrooms, staff rooms, office, laboratories, other halls, toilets, etc. are neatly maintained daily.
- The Housekeeping In-charge intimates the housekeeping staff whenever he/she finds any unwanted waste items are scattered or dispersed. He/she also ensures the proper removal of those in time.
- Necessary waste paper baskets are provided at different locations for depositing the waste.
- Maintaining the premises clean shall be inculcated as a regular habit among students and others. No papers of any form are scattered anywhere in the premises.
- If any defects in the infrastructure facilities like, buildings, laboratories, halls, toilets, other areas, display boards, etc., are noticed and the same is intimated to the Housekeeping incharge to take corrective actions at the earliest.
- All the records are properly placed and maintained in earmarked locations with proper identification

VIII: OTHER FACILITIES:

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water in the Environmental Engineering laboratory.
- One faculty member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.



- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labour.
- The campus security is monitored through surveillance Cameras and is maintained by a supplier under AMC.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of food committee.
- The Institute shall continuously review and update the approved policy and is committed to its implementation.


**PRINCIPAL
D.N.R. COLLEGE
BHIMAVARAM.**