



VEMU INSTITUTE OF TECHNOLOGY

P.Kothakota, Chittoor District, A.P -517112

INFRASTRUCTURE DEVELOPMENT & MAINTENANCE POLICY



VEMU Institute of Technology

Infrastructure Development and Maintenance Policy

Preamble: The infrastructure is regarded as the most important physical space that hosts the entire transaction of academics and its associated services. Hence a defined outlook on the quality of the infrastructure and its maintenance is thought of and documented for the benefit of the stakeholders.

Objectives:

1. To plan, build and utilize infrastructure optimally.
2. To create infrastructure and facilities for instructional, administrative, residential and recreation purposes for the students and staff.
3. To build and maintain infrastructure upon consultations with the best architects and structural engineers with experience in the domain of education.
4. To identify at a strategic and operational level officials and/or departmental units responsible for the planning, monitoring and evaluation of physical infrastructure.
5. To comply with the norms and guidelines of the statutory authorities.

Infrastructure planning and maintenance:

The planning and maintenance shall be done to make infrastructure

1. Suitable for changing student demographic.
2. Accessible and efficient.
3. Use of technology to optimize the infrastructure requirements.
4. Compliant to the statutory authorities.
5. Environmentally complaint and use of more green technologies.

Procedures for maintaining and utilizing physical, academic and support facilities:

A: Laboratory:

- Lab equipment is maintained by the dedicated technicians and all the preventive maintenance work will be done by the lab technicians.
- Each Lab is equipped with white/black board, computers and such other amenities.
- CCTV cameras and fire extinguishers are arranged in all department laboratories at vantage points.
- Electrical In-charge person monitors all the labs daily and he rectifies the problems and changes the broken plugs or electrical wires immediately.

- Power backup in the form of generator is available to support the Labs in case of power failure.
- Lab in-charge ensures that the temperature in the room stays cool, since there are a lot of machines inside a lab as these can overheat easily.
- All computer laboratories are under the control of a laboratories in-charge support by programmers and system administrator.
- All computer labs are fully air-conditioned and equipped with sufficient hardware and necessary licensed software/open source software to run as per syllabus programs/ experiments and/or beyond syllabus.
- The time-table is prepared well in advance to run the labs on student batches wise and also Laboratory manuals are prepared and supplied to students at the beginning of the semester.
- Repairs and Maintenance of laboratory equipment are initiated by the respective Laboratory In charge as and when required.
- As per the requirement, minor repairs are carried out by lab assistant/s. Faculty In charge and HOD handles the major repair/maintenance by placing order to the concerned equipment experts.
- The equipment with major repairs, are being repaired by outside agency. After receiving quotation for maintenance and repair charges necessary approval from college authorities and management shall be taken. Thereafter equipment is sent for repairing by issuing gate pass and the status of repair work is tracked.

B: Library:

- The librarian is the in charge for handling all the maintenance works. He/She takes care of utilization of books, computers and other learning materials in the library.
- The Central library with text books, reference books, printed journals, e-journals, periodicals and NPTEL Video lectures are made available for both students and staffs.
- Question papers, Magazines and Journals are prominently displayed on attractive racks.
- CCTV cameras have been installed.
- One copy of each newspaper of various companies is placed in the reading place.
- The latest acquisitions of the Library are notified to the faculty and departments over the library notice board.
- Library offers internet services in digital library in order to fetch the required information of their semester core subjects.

- There is also a digital library for student and staff utilizing the internet facility at high speed for browsing course materials and video lectures to enhance their knowledge.
- The college Central library functions:
 - ❖ Working days : 08.00 AM to 6.00 PM
 - ❖ Holidays : 10.00AM to 2.00PM
- Daily log register is maintained by the librarian and monitoring for the reading section books and issue section books.
- The security of materials in the library is ensured by manual watching at the entrance. Students are asked to put their bags, and paraphernalia in the entrance room provided. Every student shall wear the College ID Card and enter the library premises.
- Students can select the book of their need and submit it for issue at the counter.
- A student is given borrowers' cards in the beginning of the academic year for using the same for the entire academic year. One book per card can be borrowed by the student for a period of 2 weeks.

C: Sports Room:

- The College has adequate facilities for sports and games. There exist separate sports department and frequently conduct sports and games and also takes care of the first aid facility to the hurt/injured students.
- The physical director takes responsibility for all repairs pertaining to sports equipment and courts.
- Physical Director maintains courts properly on daily basis with the help of the maintenance staff.
- Faculties and Physical Director (PD) encourage the students to participate at least one of the sports and games.
- A gym is also available to facilitate the students to improve their physical health.
- Adequate sports and games materials are maintained by the Physical Director (PD) to the boys and girls students.
- The weighing machine is used by the both boys and girls students for checking the weight and height.
- For any emergency cases, the first aid kits are made available.

D: Computers and allied infrastructure:

- The computers and their accessories are maintained by technical staff in labs.

- For any problem of hardware/software, the system administrator takes care of all services with the help of technicians and attenders in various places of computers.
- The computer centre has well-experienced person to maintain the IT infrastructure.
- The UPS in the computer centre is maintained by a qualified, well-trained and experienced system administrator and a dedicated electrician.
- The entire institution uses computer systems [PCs], completely networked with switches, hubs and routers and also broadband internet with Wi-Fi facility.
- Well prepared time-table in advance ensures to run the labs on student batches wise
- The LCD projectors are also maintained by the vendors through half/annual maintenance contract.
- The equipment with major repairs, are being repaired by outside agency. After receiving quotation for maintenance and repair charges necessary approval from college authorities and management shall be taken. Thereafter equipment is sent for repairing by issuing gate pass and the status of repair work is tracked.

E: Classrooms and Seminar Halls:

- Class rooms and seminar halls come under daily maintenance.
- All the departments' class rooms are equipped with full length chairs, fans, lighting systems and LCD Projector.
- The administrative staff takes rounds of all the class rooms and seminar halls every day. In case of requirement for maintenance such as lights, fans, benches etc. will be attended by maintenance staff.
- Exclusive notice boards are placed at the entry door of respective class rooms.
- Class timetables are prepared well in advance and displayed on the notice boards at the class rooms.
- In addition to conducting regular classes, the classrooms/lecture halls are used to conduct remedial classes; mid and end semester examinations; indoor competitions; parent-teacher meet, alumni meet; training programmes etc. for students.
- Adequate number of spacious classrooms with primary teaching aids like writing board, writing materials and scientifically designed furniture are available for academic activities.
- Beyond the normal classes, the Tutorial/Remedial classes are conducted for the slow learners based on their performance in the first internals, second internals and improve the performance for external examination.

F. Hostel Facility:

- The institute has provided separate hostel accommodation for both boys and girls students.
- There is a health centre in the college campus with experienced visiting doctor and a staff nurse to handle emergencies and routine medical needs of the residents. When the staff and the students fall sick, the dispensary provides immediate medical aid to them.
- All the hostels have the mineral water, hot water facility for daily uses and broadband connectivity with Wi-Fi facility at 24x7.
- Mineral water plants were installed in the campus ensures safe drinking water facility at 24x7 for the students and staffs.

Maintenance of Infrastructure in general:

The HODs, Site Engineer, AO and respective teams shall execute the maintenance of physical infrastructure as follows.

Planned maintenance

1. **Statutory Maintenance:** Specific forms of maintenance to be carried out to provide what in their respective fields are regarded as the minimum form of maintenance required. (eg. Plumbing, roof tops etc.)
2. **Preventative maintenance:** Performed to retain an asset in its required condition or standard and sets out to prevent failure by providing systematic inspection and monitoring to detect and prevent deterioration and or failure and includes testing to confirm correct operation.(electric earthing, water pipes, RO plant etc.)
3. **Schedule maintenance:** Performed to prevent failure in a pre determined and scheduled manner by the manufacturer of the specific asset concerned.

Unplanned maintenance:

A. Breakdown maintenance:

1. **Normal breakdowns:** Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure; This action is generally regarded as requiring remedial attention within a working week.

2. **Emergency Breakdown:** Requires action towards restoring an asset to its respective operational condition as a result of unforeseen failure that seriously effects the functioning of the asset and such a breakdown must be attended to within 1 day.

Eg. Sewage block

3. **Fatal Breakdowns:** Breakdowns that cause a serious damage to associated linking and or surrounding assets and could cause the loss of a resource such as water or electricity and or could result in a danger to people and loss of life. These forms of breakdown need to be attended to within 3 hours.

Eg. A burst pipe, open electrical wiring system.

4. **Incident maintenance:** unplanned and reactive maintenance that requires action towards restoring an asset to its respective operational and or safe condition as a result of damage from storms, fire, forced entry, vandalism or malicious actions.

B. Minor and Major repairs: Intended to restore an item an acceptable condition by the renewal, replacement or mending of worn, damaged or decayed parts.

C. Rehabilitation: Intended to restore an asset to its intended useful life.

D. Renovations: Actions that are carried out to restore an asset, which has deteriorated to an unacceptable condition, to its original "as new" condition.

Naveen

Dr. Naveen Kilari

Principal

PRINCIPAL

Vemu Institute of Technology

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For Vemu Institute of Technology

[Signature]
CHAIRMAN