PRATHYUSHA ENGINEERING COLLEGE

CRITERIA-4

4.4 Maintenance of Campus Infrastructure

4.4.2 - Systems and Procedures for maintaining and utilizing physical, academic, and support facilities.

PRATHYUSHA ENGINEERING COLLEGE

STANDARD OF PROCEDURES FOR MAINTAINENCE PROCESS

ITES REGULAR MAINTENANCE PROCESS

State-of-art infrastructure is made available in the laboratories for the smooth conduct of lab courses. All necessary hardware and software are maintained in the labs according to the requirements mentioned by the affiliating university.

All the laboratories, computers, printers, projectors, UPS and its accessories are maintained fully functional by a dedicated in-house service team available in the Institution. In-house electrical technical staffs are available to manage and maintain the requirements at all labs.

Regular Maintenance:

All computers in the campus are audited two times in an academic year during the month of April and November. The working status of the computers are verified by the respective lab in-charges and a report is sent to the ITES department. Technical team from ITES will inspect the non-working computers, projectors, printers, etc. and will identify the spares and consumables required for each faulty system.

Lab in-charges will prepare the lab-wise requirements list for consumables, spares and services according to the identified inspection report and submit to the Principal for approval.

Consolidated list of requirements for consumables, spares and services will be prepared by ITES in-charge and will be submitted to the management through Principal for approval. After getting approval from management, price quotes will be collected from 3-5 vendors and the comparison statement will be submitted to Principal and Management for approval and purchase. Purchase coordinator will deal with the vendor who has been recommended by management and pursue with the purchase, payment, delivery and installation.

Central Stock for consumable and spares:

Inventory of all consumables are maintained at the central stock under the direct scope of Principal. Necessary consumables according to the report by service team will be released from central stock on approval from Principal. Approval for any replacement of components will be recommended by service team and approved by Principal and management after a thorough assessment and analysis of the utilization, date of purchase of the component, life time of the component and the regular wear and tear.

Consumable and spares will be replaced in the faulty computers to make the labs fully ready before the commencement of each semester.

Scrapping of Obsolete Computers and Components:

Obsolete computers and components are sent for scrap periodically. Computers, Computer accessories, UPS, UPS batteries, etc. that beyond service and maintenance will be identified by the service team and a detailed report of the same will be furnished to Principal. The report will highlight the total utilization of the object under consideration for scrap from its entry into the campus, date of purchase, service history, maintenance cost incurred, utilization and regular wear and tear.

Purchase coordinator, accounts representative and the technical persons from the respective department will be evaluating the status of the identified objects and give further suggestions and recommendations.

Recommendations of the committee will be submitted to Principal and management for approval to proceed with the removal of scrap. On approval from management, purchase coordinator will identify the suitable vendor for scrap clearance and pursue with the removal of obsolescence components and computers and other ITES accessories.

Software Installation:

Lab course in-charges of each lab course will identify the software requirements of each lab for the conduct of lab courses 2 weeks in advance to the commencement of the semester. The requirements are submitted to ITES incharge through HODs. In-house technical team will install the necessary software in the systems and will ensure the readiness of labs before the commencement of the semester.

According to the change in the software market, OS upgradation and antivirus procurement and upgradation are done by ITES team.

ITES NEW/UPGRADATION of INFRASTRUCTURE (Curriculum Based requirements)

(INTERNET/COMPUTER/UPS/PROJECTORS)

Departments have to identify the requirements for new or upgradation of existing infrastructures like INTERNET, Computers, projectors, UPS, etc. according to the lab requirements provided by the affiliating university.

Heads of Departments will submit the requirements to the Principal & Management for approval. After getting approval, quotes will be collected from 3-5 vendors for the new purchase or upgradation of existing infrastructure. Comparative statement of the price quotes will be submitted to Principal & Management for approval to proceed with the purchase.

Purchase coordinator will coordinate with the purchase of the requirements and ITES and the respective lab in-charges will ensure the successful installation.

Regular maintenance will be done by the vendor during the warranty period and the in-house technical team will do the maintenance and servicing after the warranty period. In case of some complex issues and faults, experts or external service person will be called to attend the issue after getting approval from Principal & Management.

ITES NEW/UPGRADATION of INFRASTRUCTURE (Utilization/AICTE based Requirements)

(INTERNET/COMPUTER/UPS/PROJECTORS)

As per the change in the teaching and learning practices inside the campus and the recommendations given by Principal and Management, ITES department will initiate new purchase and upgradation of existing infrastructure.

New requirements for network connectivity, Wi-Fi connectivity, Projectors for classrooms will be identified by ITES. Suitable devices to support the requirements will be identified and comparison statement of price quotes will be submitted to Principal for approval.

As per the change in software versions, Internet & hardware demands during the conduct of placement drive and other college level activities and the guidelines given by affiliating university and/or approving body, upgradation of the existing infrastructure will be initiated by ITES. Detailed report on the demand for the upgradation will be submitted to Principal and Management with the details of available options and cost implications of these options. On approval from Management, ITES will be submitting the comparative statement of price quotes from 3-5 vendors for approval.

Purchase coordinator will pursue with the new purchase / upgradation of existing infrastructure, delivery and installation of the same.

Procurement of Printer Cartridges and related Consumables:

ITES department coordinates with the procurement of Printer Cartridges and other consumables for the Institution. Inventory of this is maintained with ITES team. Based on the availability and expected demand in view of the exigencies of academic and other activities in the campus, regular procurement is initiated by ITES. Vendors for the same are identified based on the quality, timely support and cost involved. According to the expected requirements of the above, request for approval is submitted to Principal to initiate the procurement. On approval from Principal, ITES will initiate and coordinate with the procurement and payment is coordinated with the accounts department.

Utilization registers are maintained at each department to track the usage of Printers and Consumables. Departments have to submit the utilization register to Principal to get approval for release of new consumables from ITES or Central Stock.

Adhoc Services:

Computer and network issues that arise during the daily activities and usage, will be brought to the notice of Principal or ITES In charge. Based on the priority and exigencies of demands and requirements, technical person from ITES will be deputed to resolve the issues. Any component replacement will be done by the technical person after getting a written/email request that has been approved by Principal.

Lab requirement for Placements:

Placement department will submit the requirements of labs, computers, necessary software, etc. to Principal minimum 2 days in advance to the planned placement drive. This will be forwarded to ITES for further preparations for the smooth conduct of the placement drives.

Suitable Labs will be identified by ITES In charge by considering all the other regular and pre-planned activities of the institution. Necessary software will be installed in these laboratories and notified to placement department. Purchase of new components and/or consumables are initiated by ITES with the consent from Principal to ensure that the venue is completely ready for the placement drive as per the expectations of the Company.

In case of mass recruitment drives demanding for more number of computers, few of the lab sessions will be suspended after getting approval from Principal. And these cancelled sessions will be compensated during the following working Saturdays.

Lab Requirements for Other Activities:

Lab requirements for various activities like LEARNATHON by ICT ACADEMY, Ni LABView Certification, INFOSYS CAMPUS CONNECT Sessions, Webinars, etc. will be submitted by the respective in-charges to Principal. This is forwarded to ITES for necessary preparations and arrangements.

Suitable Labs will be identified by ITES Incharge by considering all the other regular and pre-planned activities of the institution. Necessary software will be installed in these laboratories and notified to placement department. Purchase of new components and/or consumables are initiated by ITES with the consent from Principal to ensure that the venue is completely ready for the conduct of the activity.

CLASSROOM MAINTENANCE

Housekeeping Supervisor / Block in charge is Responsible Person to maintain Entire Class rooms with his House keeping Staff

Activities	Routines
1. Dust mop	Daily
2. Disinfect door handles	Daily
3. Straighten and clean furniture	Daily
4. Clean chalk boards and chalk trays	Daily
5. Removing hangings	Weekly
6. wipe all surface, including student desk	Weekly
7. Checking the working conditions of lights and fans	Weekly
8. Wet mop the floor	Monthly
9. Vacuum all supply and return air vents	Quarterly

AUDITORIUM AND SEMINAR HALL MAINTENANCE

1. Weekly once seminar hall will be cleaned and kept neat
2. Wet mopping also done in weekly once
3. The working condition of the light, audio system, AC, Projector needs to check every month once and if any function is organized the above said conditions need to check well in advance, if any problem in those, he has to inform maintenance in charge for rectification.
4. Chairs need to keep in series both horizontal and vertical.
5. Backstage need to keep clean before the event starts.
6. Auditorium Keys should be with Campus in charge/Supervisor.

GARDENING MAINTAINANCE

Garden Supervisor is responsible for,

1. Watering all the plants once in a day with STP Treated water through Water tank and direct pipe line System
2. Cleaning the garden area daily.
3. Removing the dry leaves, shrubs and herbs daily.
4. Pesticide the plants once in a month.
5. Organic maturing the plants periodically.
6. Cropping the show plants periodically and keep the garden neat and tidy.
7. Supervisor has to report every day to campus incharge about their maintenance works.
8. Supervisor has to secure all the Garden Equipments.
9. Supervisor need to maintain saplings of each tree/plant.

MATERIALS USED

1. Pruning shears
2. Loppers
3. Garden fork
4. Hand trowel
5. Spade
6. Rake
7. Hoe
8. Watering wand
9. Watering can
10. Garden Trimming Machine

MESS

Mess Timings:

1) Coffee & Milk to be served at boys hostels by 6.00 a.m
2) Coffee & Milk to be submitted at girls hostel entrance gate by 5:50 a.m
3) Breakfast   : 7:00 a.m to 8:00 a.m
4) Lunch   : 11:30 a.m to 1:30 p.m
5) Tea & Snacks   : 3:10 p.m to 3:40 p.m
6) Dinner   : 7:00 p.m to 8:15 p.m
7) Coffee & tea to be served to faculty, forenoon break & after lunch break.

Leave Facility:

1) Manager/Supervisor   : 1 CL & 3 OFF's
2) Kitchen staff   : 1 CL & 1 OFF
3) KST dept & F&B dept   : 1 CL & 1 OFF
4) Supervisor's weakly off's must be sanctioned by Mess Manager.
5) Supervisor's CL & any other leaves must be sanctioned by Mess Manager with intimation of CAMPUS INCHARGE/MANAGEMENT COORDINATOR
6) For other staff leave must be sanctioned by the concern supervisor with the intimation of Mess Manager

Recruitment:

1) Any new recruitment in the mess must be approved by CAMPUS INCHARGE/MANAGEMENT COORDINATOR, after the personal interview by the Mess Manager
2) As per norms required ID proof's & photos must be submitted to HR.
3) The contact information and all other required information's should be maintained by Mess Manager.

Staff timings:

1) Supervisors' duty rotation must be prepared by Mess Manager with the approval of CAMPUS INCHARGE/MANAGEMENT COORDINATOR
2) General permissions to supervisors while in duty will be permitted by Mess Manager by the person importance with no any disturbances in Mess Operations.
3) Opening & closing of the mess is done by the supervisors on duty not by any other staff
4) In time supervisors are maintained duly noting the arrival timings.

Menu:

1) Frequent discussions with students and suggestions received from them and keeping the costing the menu used to be changed.
2) Menu modifications will be discussed and approved by Management.

3) Basic menu will be changed by Mess Manager as per vegetable cost & availability.

REPORTS:

1) Attendance register will be submitted to HR.
2) Daily costing reports should be submitted to CAMPUS INCHARGE/MANAGEMENT COORDINATOR for once a week
3) Food wastage reports should be submitted to CAMPUS INCHARGE/MANAGEMENT COORDINATOR
4) Feedback register should submit to the principal sir.
5) Supervisors should submit dining hall and KST reports to Mess Manager.
6) Milk, vegetable consumption, kitchen reports should be submitted to Mess manager by kitchen supervisor
7) Store consumption & costing reports will be submitted to mess manager by store supervisor
8) Kitchen supervisor, dining supervisor, Mess manager should taste all the food and send the register to CAMPUS INCHARGE/MANAGEMENT COORDINATOR

Purchases:

1) Monthly budget and purchase order should approve from Management.
2) All provisions should be purchased for every 15 days.
3) Vegetables should be purchased twice or thrice in a week by the kitchen requirement
4) Vegetable quality will be checked by the Mess Manager
5) Store inventory should be taken by the Mess manager before the order is placing
6) If there is any changes in vegetable purchase order, should be informed to kitchen supervisor & Mess manager
7) Material quality & quotations must be checked by the mess manager before placing order.
8) Vegetables from market should be in kitchen before 6:30am
9) Chicken should come without fat
10) Every bill should come with the material only.
11) New vendors should be approved by the management.

Maintenance & Repairs:

1) Kitchen gas rangers, dosa rangers & steam boilers should be serviced for every three months.
2) Any importance repairs should be done immediately when mess manager informed to concern department
3) Any major repairs should complete before 2 or 3 days
4) Cutting & grinding machines should be serviced by every six months.
5) Painting touchups should be done as per requirement.

Dining hall:

1) Food feedback should be taken from students.
2) PDs should address at dining hall for discipline activities
3) Lady supervisors should be appointed for ladies dining hall.
4) Night halt bus drivers should pick up their food from separate table which is arranged in dining hall

Kitchen:

1) Tool kit should be with kitchen supervisor at every time
2) First aid kit should be at store at every time
3) Every special food menu will be display at kitchen notice board

K.S.T:

1) Cleanness of plates and glasses should check by the supervisor before placing in the dining hall.

INTERNAL ROADS AND PATHWAYS MAINTENANCE

1. Housekeeping Supervisor / Campus in charge is Responsible Person to maintain Entire internal Roads and Pathway maintenance with his House keeping Staff

2. Internal roads and pathways are cleaned daily in the morning.

3. Fallen dried leaves on roads will be sent for Decomposition.

4. Garbage in Dustbins needs to clear every day.

5. Yearly will do the maintenance works.

6. Since planted trees along the road, six months once will chop the lushes

7. Wet and dry garbage is separated while in cleaning process by Housekeeping Staff every day.

RO Plant

1. Plumber is Responsible for the RO Plant operation.
2. RO Water level checking in Storage Tanks (5000ltr capacity @ 2Tanks)
3. If RO water level comes down that is 2000 ltr, Ro plant should start.
4. Before starting plant need to check availability of Raw water in tank by valves
5. If water pressure is less from valves of raw water tank, then start Motor at Mess.
6. Start the plant by checking all above conditions.

7. During the backwash phase take off the tubing to the valves, one at a time to verify that there is hydraulic pressure going to the valve in order for the valve to work properly.

8. RO Antiscalant – Chemsol 4591 (0.003ml/ltr) is pumping to the plant by dosage tank.

9. Monitor each control device during operation to include the controllers located on the Filters, the display panel on the UV units, the control panel on the RO unit,

10. Providing onsite water analysis of RO water testing TDS by using specific devices.

11. If TDS is crossing 50, we have to call Private Party to Check.

12. If TDS is below 50mg/ltr can store water in RO water Storage Tank.

13. This stored water is pumping to all Blocks every day by checking valves weather open or closed in respective blocks if required and recorded.

14. Yearly once Complete service done by KR Enterprises.

15. Water TEST Report done by Chennai Metropolitan Water Supply &SEWARAGE Board on 5th Dec 2017.

16. Water TEST Report done by SMS LABS SERVICE PRIVATE LIMITED on 9th Jan 2018.

17. All services will be performed by a competent Stateside Licensed Water Treatment Plant Operator.

18. All activities will be done with knowledge of Management coordinator/Campus incharge.

GENSET

1. Electrician is responsible for 250KVA & 350KVA DG set Operation.

2. Has to check Fuel level in to the Diesel service Tank.

3. Has to check battery voltage on the Alternator panel. It should be 23to26 Volts DC

4. Has to check coolant level into the radiator.

5. Has to check Dynamo belt condition.

6. Engine will pickup and develop the voltage.

7. Has to check the voltage while running , it should be 415 to 420 Volts

8. Has to check frequency of supply it should be 49.5 to 50Hz

9. Fuel stock has to maintain up to level.

10. In DG Log Book - Running Hour, Starting time /End, Diesel consumptions & Stock need to record if it is operated.

11. Has to call Service Person by intimating to Campus incharge/Management coordinator If any problem in function of Genset.

12. Yearly once complete service & all services will be performed by a competent Stateside Licensed Vendor.

13. All activities will be done with knowledge of Management coordinator/Campus incharge.

SOLAR PLANT

1. Electricians are responsible for the 125KVA Solar Plant operation.

2. Panel Board need to check every day that weather plant is in on/off condition.

3. If Plant is in off condition need to check inverter and panels connection and condition and need to report Maintenance in charge immediately for further action.

4. If any problem in operation, immediately need to inform service team of KCP Solar Industry.

5. Every day readings should be Noted/Recorded from Delta Inverter.

6. Remarks should be noted if Units produced more or less.

7. Thrice in a year need to wash panels by housekeeping team in presence of Maintenance in charge.

8. Maintenance incharge /Supervisor need to analyze monthly EB bill that weather Produced units from Plant were deducted or not by checking if produced units less, EB reading should high on that day.

9. Every month /year Solar production units should be updated in system, hence only one year data in inverter is available.

10. Main Block and Library terrace entry gate should be in lock condition. Hence plant is located in those areas.

11. All activities will be done with knowledge of Management coordinator/Campus incharge.

STP

1. STP Operator is responsible for Entire Plant Operation.
2. Need to check Water in collection tank, if any garbage inside it need to clear.
3. Collection Tank motor has to start.
4. Recycle motor has to start.
5. Two Air Blowers should operate for Six hours alternatively.

6. Sewage cleaning motor should operate for one hour.
7. Filter motor should start for backwash in stand filter and carbon Filter.
8. This Treated water is collected in a separate tank for Pumping to Garden and water Tank.
9. Gear oil should maintain for all motors & Blowers.
10. Packing Thread for Pump has to replace Twice in a year.
11. Main Collection tank Pump need to do general service twice in a month.
12. If any motor is stopped suddenly, he has to inform both Electrician and Plumber.
13. Air blower and Filter need to clean once in a month.
14. Everyday need to pump Treated water to Garden.
15. 40kg Cow Dong is using to improve bacteria in process of Treatment.
16. Has to keep Surrounding clean always by himself or by Housekeeping staff.
17. He has to inform Maintenance in charge that Yearly once All Tanks need to clean by private source.
18. Yearly once complete service & All services will be performed by a competent Stateside Licensed Water Treatment Plant Operator.
19. All activities will be done with knowledge of Management coordinator/Campus incharge.

WASTE MANAGEMENT

1. Mess & Garden Supervisor are Responsible for Waste management.
2. By food count/Consumption method we are controlling Food waste from Mess.
3. Food waste and dry leaves from garden are collected in a specific area in the college and used as natural manure for gardening.
4. Paper waste generated from all departments is collected by the attenders and handed over to Private Party for recycling purpose.
5. Non-biodegradable waste like plastics are collected from all departments and handed over to Private Party for recycling.
6. E-waste from department's a like physics, computer science and electronics and also e-waste from administrative departments are collected in one section of the college. These e-wastes are disposed outside through proper channel.
7. E – Waste is selling to certified vendors by Management Approval once in a Year.

WATER TANK MAINTENANCE

Plumber & Housekeeping Supervisor is responsible for Tank Maintenance

OVERHEAD TANKS

1. College is having overhead tanks in all Blocks
2. Housekeeping Staff are cleaning over head tanks using bleaching powder.
3. Yearly twice workers will wash the sides of the tank with mop in order to remove the slime and dirt buildup on the sides and corners of the tank.
4. Water Samples are analyzed by TDS Device.

5. Log Book is maintained for reference to do next cleaning work.

STORAGE TANKS

1. Clean the top of the tank for a clean workspace
2. Drain the tanks twice in a year.
3. To keep clean bleaching Powder & Disinfectant Liquids are used once in a month.
4. Water Samples are analyzed by TDS Device.
5. Log Book is maintained for reference to do next cleaning work.

WATER DISTRIBUTION SYSTEM

Plumber & Housekeeping Supervisor is Responsible for Water Distribution System

1. 2 bore wells in 50feet in-depth are in college from which water is distributed all over the college.
2. From bore well 60k liters of water is pumped to sump
3. From sump, water is distributed to the overhead tanks of each blocks, mess, hostels etc.
4. From these overhead tanks, water is distributed all over the blocks including restrooms.
5. RO water is supplied to all Blocks.
6. Filtered drinking water is provided in each floor in all the blocks of the college.
7. Tape facilities are provided in each nook and corners of the college for gardening purpose.
8. Need to check water pipe lines, Valves, Joints once in a year, if it is not in good condition need to rectify in scheduled time.
9. Motor conditions which are supplying water need to check once in a year.
10. Always one spare motor needs to keep in stock for Supply continuity.

AC Maintenance

1. Electricians are responsible for the AC operation.
2. Once in a month all AC need to check whether it is in condition or not by intimating respective staff that without any disturbance for Students.
3. General Service like Filter, outer case etc. need to do water wash by removing from unit and need to place properly in unit after completion of cleaning work.
4. Regular Maintenance done by Electrician if complaint made by staff on the same day
5. Maintenance incharge is responsible to arrange Private Staff to rectify unit if it not rectified by Electrician.
6. If urgent requirement of Service in VIP rooms, Mega lab Server room and UPS rooms, maintenance incharge can take action to rectify from private Source. After rectification meanwhile he has to take management Approval.

7. All services should get approval from Management with estimated Budget.

8. Service Bills should be submitted in accounts dept after be checked by electrician, Maintenance incharge and Campus incharge with Management Approval copy.

9. All activities will be done with knowledge of Management coordinator/Campus incharge.

LIBRARY

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

Objective:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of Library

- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian.
- All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

Roles and Responsibilities of the Librarian

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.

- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.
- To see to that the issued books will be returned in proper condition otherwise action will be taken

Processing of the Books/ CDs/DVDs

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

Procedure for borrowing of Books:

- Books will be issued for a period of fifteen (15) days at a time to the students and for one semester to the faculty, Technical and Admin Staff.
- Re- issue of books will be done in the set of fourteen (15) days each for a maximum of two times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book. The faculty should renew the books at the end of each semester to avoid any fine.
- Technical and admin staff can at best hold only Two (2) books in his/her account at any point of time, UG students can hold three (3) books, PG students can hold four (4) books, whereas a faculty member can hold a maximum of ten (10) books in his/her account.
- Books will be issued only after the ID card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.
- For re-issue after the last date for return of the book, the book has to be physically brought to the LIRC circulation counter and due fine has to be paid before getting it re-issued as a fresh issue.
- Students withdrawing admission from Prathyusha Engineering College are required to take "No Due Certificate" from the LIRC.
- Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students' notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR). Before final semester written examination each final semester student shall get "No Dues Certificate" from the LIRC for the books issued in his/ her name.
- List of defaulters if any will be intimated to COE and online generation of their admit card will be stopped by intimation to ERP. Hard copy of admit Cards will only be issued once the "No Due Certificate" duly countersigned by COE is produced in the department.

Accounting of Fine:

Rate of fine will be as follows:

- Students - Rs 1/- per days upto 30 days. Above 30 days 2/- per day will be charged.

Annual Stock Verification

- Annual Stock Verification will be ordered by the Principal in the last week of April every year.
- Due to the large volume of books held in the LIRC, 100% physical check of books will be done at the beginning of the academic year i.e June. This cycle will be repeated every year. Books added every year will be taken into account.
- After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal.

    ➢ Missing/Lost books

    ➢ Repairable books

    ➢ Unserviceable books for auction

    ➢ Books not issued for over three years

Electricity

1. Electrician is Responsible for Electricity/Electrical regular Maintenance
2. Every day input voltage needs to be recorded.
3. Auto switch is arranged for high and low voltage, if Power fluctuation came power is shutdown by Auto Switch and need to connect manually after supply.
4. Oil Service need to do once a year by private source in presence of Electrician.
5. If any fuse down from HT side, he has to inform linemen.
6. If any fuse down in campus side, he has to rectify immediately by intimating Supervisor.
7. Cleaning of Panel board and greasing of nuts and bolts of it once in a month need to do in entire campus.
8. EB room and Yard inside and surroundings need to keep clean by Housekeeping Staff.
9. EB Readings PF, MD should take every day at 4PM. and recorded.
10. EB bill need to check with our EB Recorded readings.
11. Earthling at respective panel and Yard need to inspect Twice in a year.
12. Auto panel capacitors working condition need to check once in three months.
13. Regular Electrical maintenance works in entire campus should attend and recorded.
14. Has to maintain Stock of Minimum Requirement of Electrical Maintenance materials by coordinating with Purchase dept.
15. Fire extinguisher level needs to maintain in Entire campus.

16. All activities should be discus with in charge and recorded.
17. All services will be performed by a competent Stateside Licensed Electrical Contractors.
18. All activities will be done with knowledge of Management coordinator/Campus in charge.

SPORTS

- The Sports facilities include a huge and well-maintained Sports Ground with lush green grass.
- The facilities include a Football court, a Handball court, a Cricket field, 200-meter non-standard eight lane tracks, a standard Long Jump pit, three Throwing Circle, one Javelin throw Area, one hammer throw area and short put and discus throw area.
- Coaching is provided for Cricket, Handball and Volleyball.
- The Sports department maintains a stock issuing register to issue the required sports equipment's to students against their college ID card.
- Students are selected for participation in various games through a rigorous screening process. A large number of intra-college competitions are regularly held, and an Annual Inter College athletic meet is held every year.

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