



## PRATHYUSHA ENGINEERING COLLEGE

### Systems and procedures for maintaining and utilizing physical, academic and support facilities.

#### CLASSROOM MAINTENANCE:

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

Activities	Routines
• Dust mop	Daily
• Disinfect door handles	Daily
• Straighten and clean furniture	Daily
• Clean chalk boards and chalk trays	Daily
• Removing hangings	Weekly
• wipe all surface, including student desk	Weekly
• Checking the working conditions of lights and fans	Weekly
• Wet mop the floor	Monthly
• Vacuum all supply and return air vents	Quarterly

#### AUDITORIUM AND SEMINAR HALL MAINTENANCE

- Weekly once seminar hall will be cleaned and kept neat
- Wet mopping also done in weekly once
- The working condition of the light, Audio system, AC, Projector need 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/she has to inform maintenance in charge for rectification.
- Chairs need to keep in series both horizontal and vertical.
- Backstage need to keep clean before the programme.
- Auditorium Keys should be with Campus in charge/Supervisor.

## **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.

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

### **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 in charge 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**

### **(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.

### **GARDENING MAINTAINANCE**

1. Garden Supervisor is Responsible for 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 in charge about their Maintenance works.
8. Supervisor has to secure all the Garden Equipment.
9. Supervisor need to maintain saplings of each tree/plant.

MATERIALS USED: Pruning shears, Loppers, Garden fork, Hand trowel, Spade, Rake, Hoe, Watering wand, Watering can, Garden Rake

### **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 in charge 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 in charge 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 in charge and Campus in charge with Management Approval copy.
9. All activities will be done with knowledge of Management coordinator/Campus in charge.

### **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.

## **MESS**

### **Mess Timings:**

- 1) Coffee & Milk to be served at boys' hostels by 6.00 a.m
- 2) Coffee & Milk to be submitted at girl's 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:**

- Any new recruitment in the mess must be approved by CAMPUS INCHARGE/MANAGEMENT COORDINATOR, After the personal interview by the Mess Manager
- As per norms required ID proof's & photos must be submitted to HR.
- 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

### **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 pick up 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 in charge /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 in charge.

### **RO Plant:**

1. Plumber is Responsible for the RO Plant operation.
2. RO Water level checking in Storage Tanks (5000 ltr 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 – Chesil 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 5<sup>th</sup> Dec 2017.
16. Water TEST Report done by SMS LABS SERVICE PRIVATE LIMITED on 9<sup>th</sup> 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 in charge.

### **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 in charge /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 in charge.

## **Plumber & Housekeeping Supervisor is Responsible for Water Distribution System**

- 2 bore wells in 50feet in-depth are in college from which water is distributed all over the college.
- From bore well 60k liters of water is pumped to sump
- From sump, water is distributed to the overhead tanks of each blocks, mess, hostels etc.
- From these overhead tanks, water is distributed all over the blocks including restrooms.
- RO water is supplied to all Blocks.
- Filtered drinking water is provided in each floor in all the blocks of the college.
- Tape facilities are provided in each nook and corners of the college for gardening purpose.
- 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.
- Motor conditions which are supplying water need to check once in a year.
- Always one spare motor needs to keep in stock for Supply continuity.

### **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, dose 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) PD's 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) Plates and glasses should check by the supervisor weather they are clean or not 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.