



Estd - 1999

## **DRIEMS AUTONOMOUS**

### **PROCECUDRE & POLICIES FOR MAINTENANE OF INFRASTRUCTURE:**

There are **established** systems and procedures for **maintaining and utilizing physical, academic and support facilities** — classrooms, laboratory, library, sports complex, computers, etc.

The Institution has appointed staff for maintaining facilities such as Buildings, Transport, Electrical, Housekeeping, Garden etc. Regular cleaning of College floors, classrooms, laboratories, equipment, and rest rooms are being done by the housekeeping team under the supervision of a floor in-charge. Stock verification and up-keeping of the equipment in all labs and other facilities is done at the end of every year by Lab In- charge and the report is submitted to the Principal through the concerned department of HOD's for further action.

### **MECHANICAL MAINTENANCE**

The standard procedure followed for service and maintenance of equipment/machinery as follows

- If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect.
- After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase incharge through proper channel (concerned HOD).
- After the items are purchased the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

Maintenance of power house:

Department of electrical maintenance deals with power supply and maintenance. Following SOP is followed for uninterrupted power supply in college premises.

- Checking diesel in storage tank daily and Replenishing stock of diesel.
- Checking distilled water level in radiator daily, and if any shortage is found, it is refilled.

- Checking lubricant oil and specific gravity of distilled water of batteries daily.
- Cleaning the Radiator fan belt, generators daily.
- Maintaining load balance in three phases of generators, painting plinths and machines for every one year.
- Registering the number of working hours of each generator.
- Checking earth resistance and watering the earth pits weekly.

### **Laboratory maintenance:**

Regular Upkeep and maintenance of equipment as well as repair of equipment is important for proper functioning of any engineering laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed.

If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If repair cannot be done by technicians of institution, then it is repaired by the persons outside the organization. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately. If items are required then a proposal is sent to the purchase incharge through proper channel (concerned HOD). After the items are purchased the equipment will be repaired by the respective person. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

### **Civil Maintenance**

Maintenance of civil works is needed for getting uninterrupted services which facilitate smooth and efficient functioning of the institution. The maintenance of civil works include

- Maintaining cleanliness and sanitation in the campus.
- Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc
- Internal roads maintenance.
- Water supply and over head/underground water tank maintenance.

### **Course of action:**

- A request comprising the problem, through HOD and the Principal, has to be received.
- As per the stock availability the problem is attended and resolved
- If any material is required to purchase, to get the approval from the principal for purchase of the same.
- If the cost of the requirement exceeds Rs.10,000/-, approval must be obtained from the management.
- If the work involves more financial support, quotations are invited from the vendors.

- Preparation of the comparative statement and placing purchase order.
- On receiving material, resolving the problem.

## **CENTRAL LIBRARY**

### **PROCUREMENT AND STOCKING OF BOOKS:**

- The order list shall be prepared on the basis of suggestions of the faculty
- The list shall be forwarded to the principal for approval who makes any necessary changes, approves it and forwards the same to Library for procurement.
- The books are received by librarian from the supplier. An inspection activity will be carried out by librarian to check quantity, Title, Author, etc, as per the invoice.
- The books received by the librarian are entered in the Accession Register (AR).
- After the completion of Accession, due date slip, numbering shall be pasted on internal Title Page of the Book.
- One copy of each title is kept in REFERENCE SECTION duly stamped as REFERENCE copy.

### **Repairs and maintenance of Computer / Network (LAN) / Projector / UPS / WiFi:**

- Service / repair request is placed by department / section through System Administrator.
- The request will be processed by Incharge.
- Appropriate personnel will be allotted to take up the service / repair work by the Incharge.

### **Sports:**

- The Director Sports and sports committee conducts timely meetings for the purpose of discussing about budget proposal, conduct of Inter collegiate tournaments for each academic year. The order is placed with prior approval of the purchase committee.
- The sports related materials are issued to the students by maintaining an issue/return register which reflects the utility and demand of the items along with the students interests. Subsequently it facilitates the proposals to be made for the next academic years. Students who are selected for the college teams of various events are provided with uniform to participate in the same. Equipment related to various physical activities and sports are updated on a regular basis. The up keeping of the sports items in an efficient way is done through regular monitoring using required work force. This includes all the sports facilities like Gym, Cricket ground, Tennis, Volleyball, Basketball courts etc.,



  
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