



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

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Maintenance Procedures

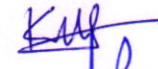
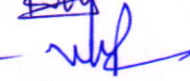
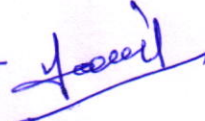
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MAINTENANCE PROCEDURE

The list of various in charges for the maintenance of the various amenities of the campus is listed below.

S.no	item	routine check	monitored by	college level incharge
1	Electrical	Electrician	HOD EEE	Principal
2	Generator	Electrician	HOD EEE	Principal
3	Air conditioners	Electrician	HOD EEE	Principal
4	Lift	Electrician	HOD EEE	Principal
5	painting	Painters	HOD Civil	Principal
6	Workshop	Workshop In charge	HOD Mech	Principal
7	Plumbing	Plumber	HOD Mech	Principal
8	solar	Electrician	HOD EEE	Principal
9	RO plant & Coolers	Plant Incharge	HOD Civil	Principal
10	Furniture	Workshop incharge	HOD Mech	Principal
11	IT Related	IT admin	HOD CSE	Principal
12	Internet & wi-fi	IT admin	HOD CSE	Principal
13	Website	IT admin	HOD CSE	Principal
14	ERP	IT admin	HOD CSE	Principal
15	Sports Facilities	Physical Director	Principal	Principal
16	Auditorium	House Keeping	Campus Coordinator	Principal
17	CC Tv	IT admin	HOD CSE	Principal
18	Gardining	Gardner	Campus Coordinator	Principal
19	Library	Librarian	Principal	Principal
20	Cleaning	House Keeping	Campus Coordinator	Principal

The college helps maintain the infrastructure. Lifts, generators, internet, Wi-Fi, gardening, cleaning and college auditoriums are among the amenities that have preventative maintenance strategies.

MAINTENANCE POLICY & PROCEDURES

The RISE Krishna Sai Prakasam Group of institutions includes significant facilities for teaching, learning, and research programmes. Computers, classrooms, equipment, and laboratories are all maintained and used in accordance with established procedures at the Institute.

PHYSICAL FACILITIES

The Institution's engineering department maintains the physical facilities, which include experienced civil and electrical engineers. The campus has plumbing, electrical, and other services readily available. Power distribution systems, solar panels, and generators are just some of the items an electrical engineer is tasked with keeping in good working order.

Septic and drainage facilities are maintained by support employees.

The coordinator and the maintenance personnel supervise the maintenance cell, which handles civil and electrical complaints, respectively.

Grievances may be submitted at www.risekrishnasaiprakasam.edu.in under the button for complaints.

There are caretakers and supervisors, as well as a team of employees, who keep an eye on the cleanliness and upkeep of the campus amenities including the buildings and classrooms.

The upkeep of classrooms, furniture, and labs

Department employees and attendants are responsible for maintaining classrooms, instructional aids, and labs, which are overseen by the appropriate department head.

The lab assistants are responsible for their particular labs.

All maintenance work is reported to the administration on a regular basis by the department heads. Minor repairs are recorded in a ledger and dealt with in order of importance at the office. The labs are monitored by the appropriate department staff to ensure that they are being used to their full potential.

All classrooms are utilized throughout the day, and students are also taught how to properly maintain the furniture.

Seminar Halls and Auditoriums.

Attendees may expect civil and electrical engineers to take care of the building's structure, while the housekeeping crew is responsible for its cleanliness.

Seminar rooms and auditoriums are well-utilized for academic gatherings, seminars, conferences, and other cultural events. Priority is given to faculty and staff members who submit a form accessible in the principal's office to reserve a hall for an event, which is then registered with HOD/principal and the date of the event is registered.

The Computer Centre

The Center supervisor and their support personnel maintain the facilities on campus, include computers and servers. All essential software and antivirus updates are included in the yearly maintenance. We repair and repurpose electronic equipment to reduce e-waste. The centre manages campus Wi-Fi.

Preserving Sports and Recreational Facilities

Sports equipment on campus is overseen and managed by the director of physical education, as well as his or her staff. In addition towards the seasonal maintenance performed once every three months, ground maintenance is carried annually during vacation. Grounds staff, sports equipment dealers, work together to keep the sports facilities in good condition under the supervision of Physical Director.

Upkeep of a Spotless Campus

The housekeeping team does daily morning cleaning of both campuses, such as the administrative and academic buildings, every day, the toilets are cleaned. The housekeeping supervisor is responsible for maintaining the whole campus, and he or she will notify the caretaker and coordinator of the maintenance cell when the job is done.

Maintenance of other facilities

Equipment likes RO plant, sewage, and elevators are maintained in accordance with the manufacturer's preventative maintenance schedules and standards. Water purifiers are used to ensure that the drinking water on the campuses is safe and sufficient for students and staff. These fire extinguishers are located throughout the building and are maintained by each department's civil engineer. On campus, you'll find conveniences including a canteen, stationery store, bank, and ATM. Gardening, solar panels, and rainwater collecting systems are maintained by gardeners every day and regularly by NSS participants as a service activity. The CSE takes responsibility of the campus security and the facility.

An annual inventory check.

Every year, a chosen faculty member conducts a year-end inventory of all assets, including classroom furniture and lab equipment as well as stationery supplies, sports equipment, and other goods, and submits a report to the administration.

Refurbishment or repair of Equipment/ Electronics

The replacement of worn-out assets is part of the maintenance. To prevent electrical waste, old gadgets and computers are sold for scrap and replaced with new ones in accordance with government regulations. They keep an eye on it.

Emergency Maintenance on a daily basis

The support staff and his members of the team take care of daily running repairs, such as replacing light bulbs, fixing water leaks, such as spilling water pipes, taps, valves, cleaning blockage drains, repairing doors and door knobs, and other small maintenance that require daily maintenance checks.

Hostel / Mess Equipment

Cots, Fans, Tube lights, TV, cooking vessels, cooking stove, etc., are maintained by Deputy Warden / Mess I/c. Monitored periodically by AO.

All these items are maintained by Warden / Mess I/c through feedback and periodical verification.

Vehicle Transport

Drivers duty itinerary and transport scheduling is carried out by Administrative officer as per the transport policy of Institute.

Transport fitness certification, maintenance and augmentation of vehicles are done on yearly basis. The Students and Faculty utilizing the vehicle facility will be abided by the rules specified in the transport policy.

Maintenance of surveillance cameras

The total campus is under the surveillance of cameras. The CSE department takes responsibility of the maintenance to maintain and address the problems related to the CCTV.