S.R.K.R. ENGINEERING COLLEGE (AUTONOMOUS)

CHINNA AMIRAM, BHIMAVARAM-534 204

MAINTANCE OF INFRASTRUCTRAL FACILITES

The SRKREC is having construction and maintenance section which is headed by the college engineer and accompanying with skilled technicians. This section takes responsibility to maintenance the infrastructural facilities which include plumbing works, electrical, masonry and sewage works. The construction and maintenance section receives maintenance requirements from the departments and other sections in the campus through proper channel (under the directions of the head of the departments and head of the sections). The engineer is taking the responsibility to provide the maintenance requirements to the requested departments and other sections in the campus by internal operating procedures.

Internal operating procedure:

- Any problem that persists in a department/section is communicated to the head of the departments/sections *via* letter/e-mail.
- The head of the departments/sections assigns a skilled person/technician to focus the problem.
- The skilled person/technician resolves the problem on field if there is no additional material is required.
- In case any additional material is needed, it is received from the maintenance section *via* an indent.
- If the material is not available in the campus, the permission is to be obtained from the head of the Institution.

Infrastructural Maintenance:

The maintenance of buildings, furniture and electrical facilities are comes under the Infrastructural maintenance.

- The Maintenance of the pipe lines of water, fittings of sanitary and minor masonry works are carried out by the internal operating procedure.
- The construction and maintenance section maintains the services including fabrication of cabinets, desks, counter tops and the installation of doors and windows.
- The log book is used to record the condition / status of electrical equipments such as Generator, UPS, and Batteries. The suppliers/service providers are contacted in case of any major fault.
- The traditional electrical maintenance works like lighting, fans and motors in the campus are carried out by the internal operating procedure.
- Any major maintenance or replacement works related to infrastructure are executed by the external peoples on contract basis.

Academic Facilities Maintenance:

- Every department maintains the faculty in charge who will periodically check the condition of class room/laboratory amenities like benches, chairs, black boards, fans, lights and LCD's. The in charge resolves the problem by the internal operating procedure.
- The equipments, computers and software's in the laboratories are maintained by laboratory in charges. The suppliers/service providers are contacted in case of any faults under the direction of the heads of the departments. If there is no additional material is required from outside, the permission is to be obtained from the head of the Institution.

Supporting Facilities Maintenance:

- In order to provide a congenial learning environment in the campus, the adequate man power is employed to maintain cleanliness of the college. The class rooms, staff rooms, seminar halls and Laboratories, etc are cleaned and maintained regularly. Wash rooms and rest rooms are well maintained.
- The campus is maintained greenery under the presence of full time gardeners.
- The college security maintenance is under surveillance of Cameras.
- The college play grounds, indoor stadiums and gyms are maintained by the physical education department.
- The library committee monitors the upgrading library books and materials as well as infrastructure of library.
- The library maintenance section performs the following tasks on daily basis:
    a. Shelving and Re-shelving
    b. Maintain books and materials in order
    c. Maintaining cleanliness in the shelves and stack rooms
    d. Supervision of the books and materials collection
    e. Conservation and preservation of materials including repairs and binding
    f. Stocktaking and weeding
    g. Security of library material

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PRINCIPAL

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