

**Procedures for maintaining and utilizing physical, academic and support facilities -
laboratory, library, sports complex, computers, classrooms etc.**

Building Maintenance:

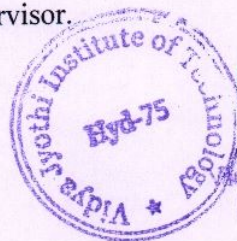
- HODs or the concerned in-charges make a requisition to the Principal regarding the maintenance of buildings and infrastructural facilities. This is further forwarded to the estate manager. The estate manager, after physical examination, submits detailed proposal to the project officer.
- The project officer discusses the same with the Secretary and Correspondent, obtains their approval and attends to the work within the least possible time.
- Further, the project officer submits quotations along with estimates for maintenance works, which is expected to incur expenditure of more than Rs.10000.
- Requisition is made to the Principal by the HODs/in-charges regarding furniture and is duly forwarded to the administrative officer.
- A.O discusses this with Secretary and Correspondent and takes necessary action.
- The supervisor looks after the maintenance of rest rooms, roads and neatness of the entire premises.

Hygiene:

- The maintenance committee is headed by the Principal and convened by the administrative officer, who in turn monitors the work of the supervisor at the next level.
- The supervisor is accountable to the Principal/coordinator who organizes the workforce for various duties viz.,
 - Individual floor-wise responsibilities
 - Maintaining duties and work timings
 - Leaves
 - Periodic checks to ensure the effective functioning of the infrastructure
- Adequate housekeeping staff is employed to maintain hygiene and proper infrastructure that provides a congenial learning environment.
- Dustbins are placed on every floor.
- The green cover of the campus is well maintained.

Hygiene and Sanitation:

- Cleaning personnel clean the washrooms four times a day, using disinfectants, detergents and naphthalene balls.
- Care is taken in providing and maintaining exhaust fans on a regular basis.
- These activities are monitored by the supervisor.



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Class Rooms:

- Use of non-dust chalks.
- Cleaning class rooms and furniture.
- Supervisors monitor the work and lock the class room. Log books pertaining to the attendance of cleaning personnel are maintained by the estate manager.

Laboratories-Equipment-Maintenance:

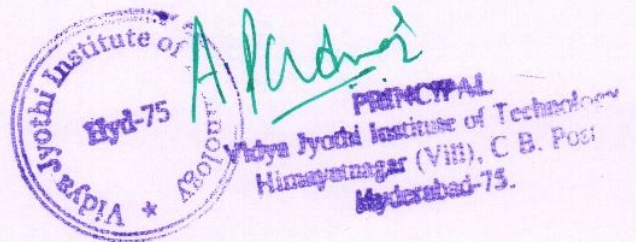
- Laboratories of all departments are well equipped and maintained regularly to avoid discrepancies in the academic schedules. The in-house maintenance and repairs are addressed by the respective department lab assistants/ computer operators who are qualified and trained.
- Maintenance of the equipment is done on a regular basis.
- Lab attenders, under the supervision of lab assistants, clean the lab equipment daily.
- Periodical checkups and calibration of equipment is done in all laboratories.
- Stock verification is done in all laboratories every year.

IT Maintenance

IT Maintenance team is monitor, maintain and resolve the issues like hard ware trouble shooting, software installation, Maintaining Biometric devices and network related issues.

Library:

- Library is maintained by a librarian and two assistant librarians. The process is monitored by library committee.
- Library maintenance is computerized and automated with regular/constant updated.
- Library updates its books repository on a yearly basis as per the changes in the syllabi. Inputs are taken from student and faculty in the prescribed format for books to be procured followed by the discussion of the library committee.
- The library committee meets once in three months to upgrade and procure any additional and general books, both technical and non-technical.
- Individual departmental libraries are integrated with central library for accessing digital learning materials.
- Regular cleaning of the library floors, racks and maintaining the quality of the books with needed binding are in place.
- Pest control of library books and records is done every year by the maintenance department.
- Proper inspection and verification of stock takes place at the end of every year.



Sports:

- Two qualified physical directors and one lady physical instructor are on rolls to look after the day to day games and sports activities of the college. Outdoor games such as ball badminton, volley ball, cricket, tennikoit etc. are encouraged.
- A permanent basketball court with R.C.C. slab is provided.
- A separate indoor games facility for playing shuttle, table-tennis, caroms and chess, is provided and is being used by the students regularly.
- A new amenities building is constructed and facilities like canteen, games room, gymnasium and recreation-cum-reading halls for both girls and boys separately are in place.
- The gym and other equipment servicing is taken up as and when required under the supervision of physical director. The playgrounds are always kept ready and for students' utilization.

Other facilities:

- Optimum working condition of all properties, equipment on the campus is ensured through annual contracts (AMC). AMC includes generator, air-conditioners, CCTV cameras and mineral water plants.
- Apart from contract workers, the college have trained in- house electricians cum plumbers.
- The campus maintenance is monitored through surveillance cameras.



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