

## **2.7 Maintenance of Physical Facilities**

### **1. Purpose**

- To provide and maintain physical facilities of the institute.

### **2. Scope**

- The institute has a policy in place to procure and maintain physical facilities that covers buildings, laboratory equipment, computer systems, library, lifts, fire extinguishers, generator, UPS, air conditioners, water coolers, photocopy machines, and surveillance systems.

### **3. Responsibilities**

- The Dean (Administration) oversees the development and maintenance of physical facilities of the institute.
- Heads of the department take active role in the development of physical facilities in their respective departments.
- House Keeping department takes care of maintenance related to buildings, classrooms and water plant.
- Lab technicians of respective laboratories maintain the laboratory equipment.
- System administrator maintains computer systems, servers, software licenses, LAN, surveillance systems and Wi-Fi.
- Department of Library and Information Science takes care of library maintenance.
- Maintenance department takes care of the maintenance of all electrical, plumbing, and construction facilities.
- Horticulturalist take care of gardening and landscaping.
- Transport department take care of maintenance of transport facilities.

### **4. Procedure**

- Before commencement of the academic year, Head of the institution reviews the utilization and maintenance of physical facilities.
- The Head of the institution sends a circular to all the Heads of the departments to raise their requisitions for augmentation of physical facilities. The Dean (Administration) will consolidate all the requisitions raised and budget is estimated. Upon the approval of the purchase committee the budget is sanctioned for the procurement of physical facilities.
- Buildings, classrooms and wash rooms are cleaned on regular basis.
- Maintenance of facilities like lift, fire extinguishers, generator, UPS, solar panels, air-conditioners, water coolers, photocopy machines, transport facilities and surveillance systems is done as per their scheduled maintenance time lines.
- Maintenance of lab equipment, computer systems is done during the semester gap. Stock verification in all laboratories is done at the end of every academic year.
- Interim maintenance for all academic and physical facilities is performed as and when required.
- Facilities like seminar halls, activity rooms, conference halls and guest house are utilized by taking prior permission of the concerned in charge.

### **5. Reference**

- Aditya Engineering College – Policy handbook



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