

NARAYANA ENGINEERING COLLEGE :: GUDUR

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL , ACADEMIC AND SUPPORT FACILITIES:

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

The physical, academic and support facilities like classrooms, labs, seminar halls, auditorium, computer centre, gymnasium, buses, boardroom, guest room etc., are well maintained and used based on the requirement as per the standard procedure.

Once the Calendar of Events is prepared in the beginning of the semester, the time-table for each section of every semester is prepared allotting the classrooms and the laboratories. This facilitates the optimum usage of resources.

Certain laboratories and workshops are required to be shared and utilized as common facilities. Such facilities are shared by different departments. At the beginning of the semester the time table in charge will resolve this issue by consulting the HODs and the principal.

Classrooms, seminar halls & laboratories:

Class rooms and seminar halls come under daily maintenance. The administrative staff takes rounds of all the class rooms and seminar halls every day. In case of requirement for maintenance such as lights, fans, benches etc will be attended by maintenance staff.

Laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester. Repairs and Maintenance of laboratory equipments are initiated by the respective Laboratory In charge as and when required. As per the requirement, minor repairs are carried out by lab assistant/s. Faculty In charge and HOD handles the major repair/maintenance by placing order to the concerned equipment experts.

Computers and allied Infrastructure:

Routine computer maintenance, software installations, networking are handled by the CSE Department. Computer, LCD projectors and CC cameras maintenance and checking activity carried out by team of system engineer, hardware engineers and technicians. The equipment with major repair, are being repaired by outside agency. After receiving quotation for maintenance and repair charges necessary approval from college authorities and management is taken. Thereafter equipment is sent for repairing by issuing gate pass and the status of repair work is tracked.

Library, Sports and Games:

The librarian is the in charge for handling all the maintenance works required in the library through maintenance staff. He takes care of utilization of books, computers and other learning materials in the library. The physical director takes responsibility for all repairs pertaining to sports equipment and courts. He has to maintain courts properly on daily basis with the help of the maintenance staff.

Electrical Facilities:

Electricians are available round the clock to address power breakdown. Maintenance Department monitors the services of electricians. They perform regular checks in classrooms and in the campus to ensure that all electrical fittings are in excellent condition.

Buildings and Infrastructure:

Maintenance of buildings and related areas are undertaken by the Maintenance Department.

Maintenance staff consists of Qualified Electricians, Carpenters, Plumbers and other service personnel. Monitoring of the facilities is carried out regularly by the administrative officer. Maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by the maintenance staff. Minor maintenance of furniture items and metal fixtures is carried out by the workshop.



Ch. S. S. S.
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