CRITERIA- 4

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

INDEX

S.No	Description
1	System and Procedure for Maintenance
2	Service Register-Department of Civil
3	Service Register-Department of EEE
4	Service Register-Department of ECE
5	Service Register-Department of CSE
6	Service Register-Department of CSDM
7	Service Register-Department of S&H

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

Dadi Institute of Engineering and Technology (DIET) has the policy for infrastructure maintenance as specified by the statutory bodies both in terms of quantity and quality. DIET provides the best infrastructure to all its departments and other functional areas to ensure the infrastructure needs and the requirement of Teaching-learning process. The Infrastructure Maintenance policy of DIET is ensuring its quality and cost, up gradation from time to time, proper accounting and safe guarding by providing inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including annual maintenance contracts, insurance against damage and theft.

To ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like University Grants Commission (UGC), All India Council for Technical Education (AICTE), with regard to resource requirements shall be adhered. Records of all infrastructure including equipment, software, books and other items shall be maintained by all the departments and sections of the institute and to be entered in the stock Register. All departments shall strictly follow the procedures and guidelines of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure. This shall include the following.

- Regular cleaning as per the checklists
- Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary
- Preventive maintenance as per its schedules and maintenance of records.
- Annual maintenance of contract and maintaining record of service / maintenance
- Corrective maintenance and its records.
- Deploying old equipment on tasks of lower level utilization like computers from labs can be deployed on office work for word processing.
- Transferring assets to other institutes which can utilize the old equipment's productively.
- Selling the old assets.

Laboratories Maintenance:

Daily maintenance:

- Lab technician checks the working condition of the equipment's/systems on daily basis.
- Every day cleaning of equipments and work tables are done by the lab technicians.
- Floor cleaning of labs are done on daily basis by housekeeping department of the college.
- The batteries of the UPS are cleaned to remove dust and prevent corrosion.

Weekly maintenance:

- Floor mopping of labs are done twice in a week by housekeeping department of the college.
- Maintenance of battery & UPS in Digital signal processing Laboratory and Computer Network Laboratory is carried out.
- The fault is identified with the help of the lab assistants; weekly maintenance report is prepared and sent to the manager for action.

Monthly maintenance:

- The monthly maintenance report is generated in which the current condition of the equipments, consumables and furniture are mentioned and submitted to the principal.
- After checking by a scrutinizing committee, the issues identified are rectified.
- Every month UPS in-charge checks the water level, voltage level and backup of the UPS.
- Calibrations of equipments are done and a separate file is maintained containing the reports.

Yearly maintenance:

- Scrap items in the laboratories are identified with the concern of the lab in charges, HOD and inspection committee.
- After decision by the inspection committee members the scrap items are sent to the scrap yard.

Preventive maintenance:

- The working conditions of the equipments are periodically checked.
- The students are given instructions in handling the equipments before doing experiments.
- Laboratory manual is given to the students which include Do's and Don'ts of the laboratory, list of experiments and the procedure of doing the experiments.
- Stock register is maintained in laboratories and audits are conducted by stock verification committee to check the availability and working of the equipments.
- Suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning.
- The working condition of the ICs is checked using IC tester
- UPS back up is provided for all system based laboratories
- Regular Antivirus software updating for proper working of the systems

Breakdown maintenance

- Minor repairs are carried out by the lab technicians.
- When there is a Major repair, service report is obtained from industry person.
- Approval for Service of equipments is obtained from HOD, Principal, and fault is rectified.
- Service register is maintained in each laboratory.
- Breakdown maintenance of the personal computer is done by Computer Maintenance Cell of the College.

Infrastructure - Class rooms / Laboratories / Internet facilities - The Class committee meetings held 3 times a semester, students provide feedback on any issues related to classrooms, laboratory equipment, maintenance, transport etc. which is passed on to the authorities concerned and rectified.

Library- Library committee meetings are held once in a semester where faculty and students provide feedback on the adequacy of titles and volumes of books and e-learning facilities. Appropriate corrective actions are taken to rectify deficiencies whenever pointed out.

Housekeeping- Students and faculty provide feedback on various aspects of housekeeping at class committee meetings and other occasions like department meetings, HOD meetings which are passed on to the maintenance department and problems are sorted out.

Sports:

- Damaged sports equipments are replaced by new one as per the requirement
- The maintenance of the gym equipments are frequently done by vendors
- The maintenance of the college ground is done frequently by estate office whenever necessary

The college has appointed staff for maintenance and repair of infrastructure facilities, services and equipment. The dedicated in charges name with their contact numbers are given:

Nature of work	Name of Agency / Person	Contact no.
Gardening	N.Somunaidu	8008564822
Plumbing	P.Prakash	9989498538
Electric maintenance	P.Prakash	9989498538
Housekeeping	Nageswara Rao	9177898660
Security Guard	Rambabu	9963994058
Building maintenance	M.R.V.S.G. GUPTA	9963994045

DADI INSTITUTE OF ENGINEERING &TECHNOLOGY

(An Autonomous Institute)

Approved by A.I.C.T.E & Permanently affiliated to JNTU GV

Accredited by NAAC with 'A' Grade and Inclusion u/s 2(f) & 12(B) of UGC Act

An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

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Parking maintenance	M.Venkateswara Rao	9849999113	
Computer Maintenance	K.Satyanarayana	9010609933	
ICT Maintenance	K.Satyanarayana	9010609933	
AC maintenance	P.Govinda Raju	9963994036	
Transport maintenance	P.Govinda Raju	9963994036	
College mess maintenance	S.Veer Raju	8790290216	

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