

TABLE OF CONTENT

S No.	Title	Page No
1	Introduction	2
2	Maintenance of Physical Facilities	2
2.1	Maintenance of Classrooms, Furniture and Laboratories	2
2.2	Maintenance and Utilisation of Library and Library Resources	4
2.3	Maintenance and Utilisation of Seminar Halls and Auditorium	4
3	Maintenance of Electronics and Instruments	6
4	Maintenance of ICT Facilities	7
5	Maintenance of Lab Equipment's	8
6	Maintenance of Sports and Games Facility	9
7	Maintenance of Campus Cleanliness	11
8	Maintenance of other amenities	12
9	Annual Stock Checking	12
10	Replacement of Equipment/ Electronics /Computers	12
11	Day to Day Emergency Maintenance	12

1. Introduction

J.N.N College of Arts & Science owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has the structured system for maintenance and utilization of computers, class rooms, equipment and laboratories in the campus. This document provides a management frame work and outline on allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2. Maintenance of Physical Facilities

The physical facilities are maintained by the Campus maintenance section, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc.

Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The complaints can be registered through maintenance@jnncollege.edu.in.

The Administrative Officer with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by in-house housekeeping team and are made available during day time in all days.

Transport facilities are monitored and maintained by the Transport manager and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

2.1 Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis.

Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

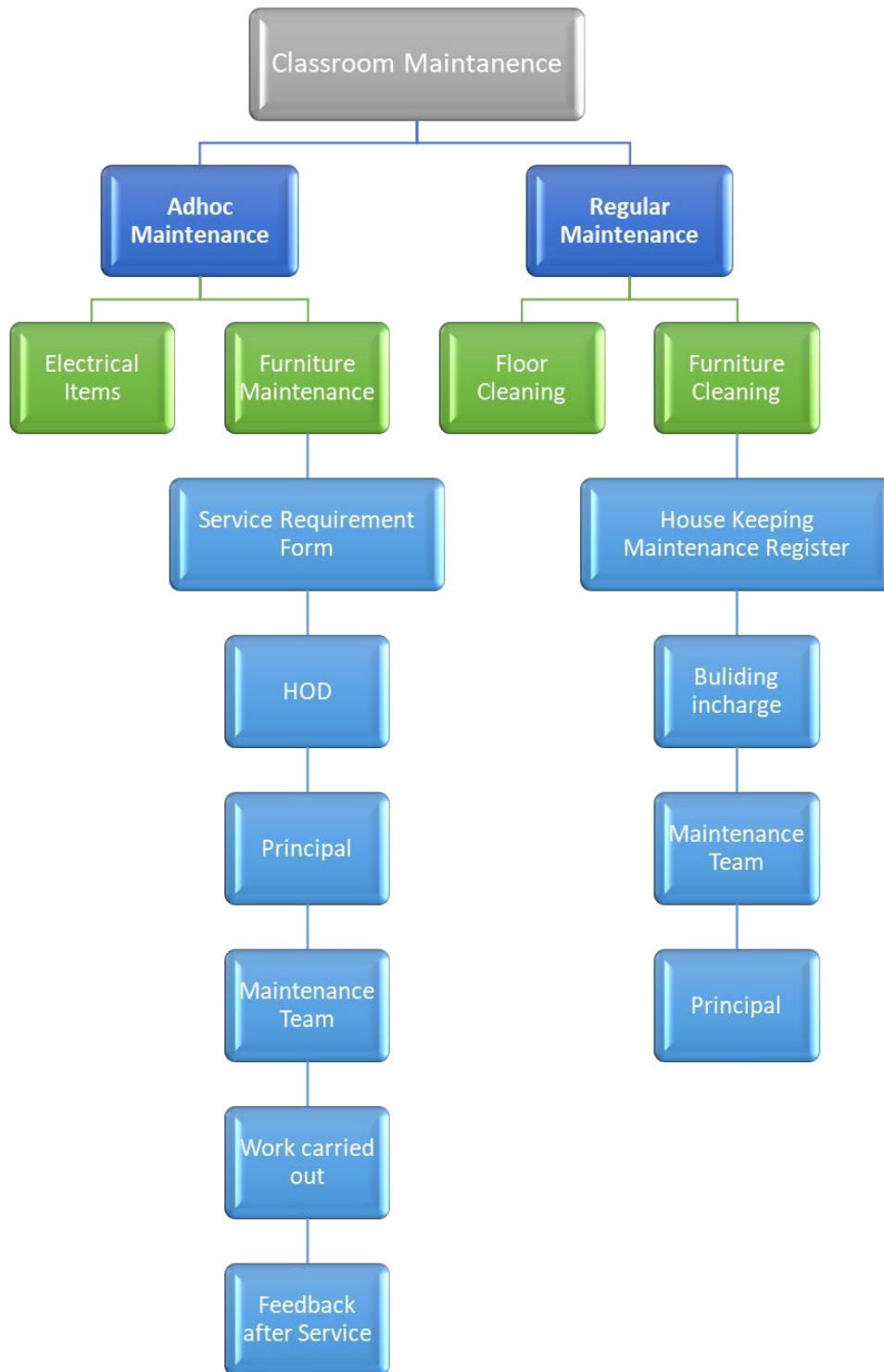


Figure: 1 Classroom Maintenance

2.2 Maintenance and Utilisation of Library and Library Resources

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e., tape recorders, air- conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity-controlled room.
- Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT or gammaxene powder over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats.

2.3 Maintenance and Utilization of Seminar Halls and Auditorium

Seminar halls and auditorium are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilisation of seminar halls and auditorium for organising academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organising faculty/staff member submits a form available with PRO, through HOD and Principal and the date of event is registered and the halls are accessed on priority basis.

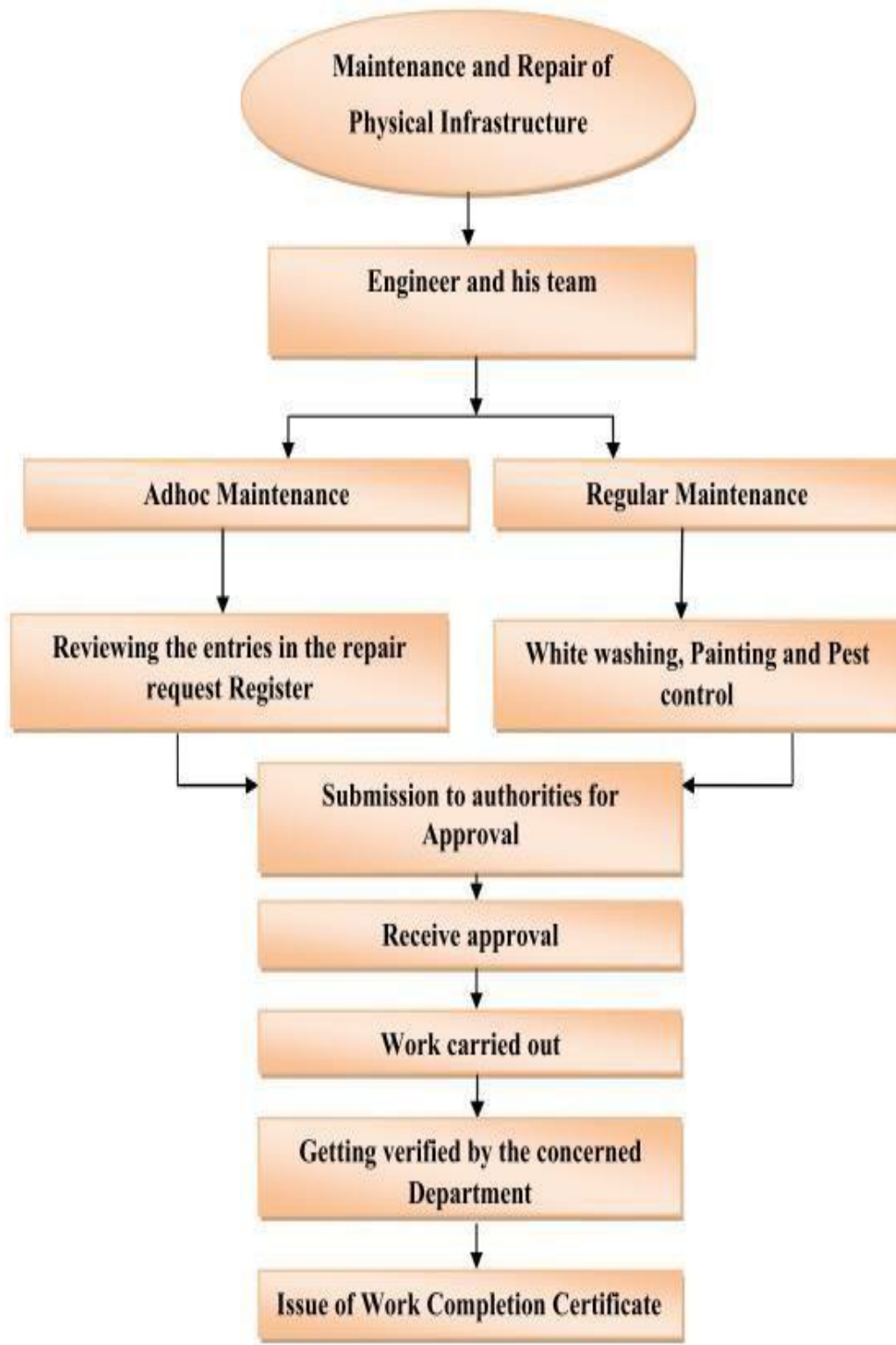


Figure:2 Maintenance of Physical Facilities

3. Maintenance of Electronics and Instruments

Electronic instruments are maintained by the team of trained technicians including system admin. It provides essential support of servicing and maintaining Instruments and electronic items utilized in the various laboratories. The technicians attached in the team extend their service to all the departments to ensure optimal utilization of instruments. The lab assistants are provided training to maintain the equipment from supplier for time to time enhancing their technical skills.

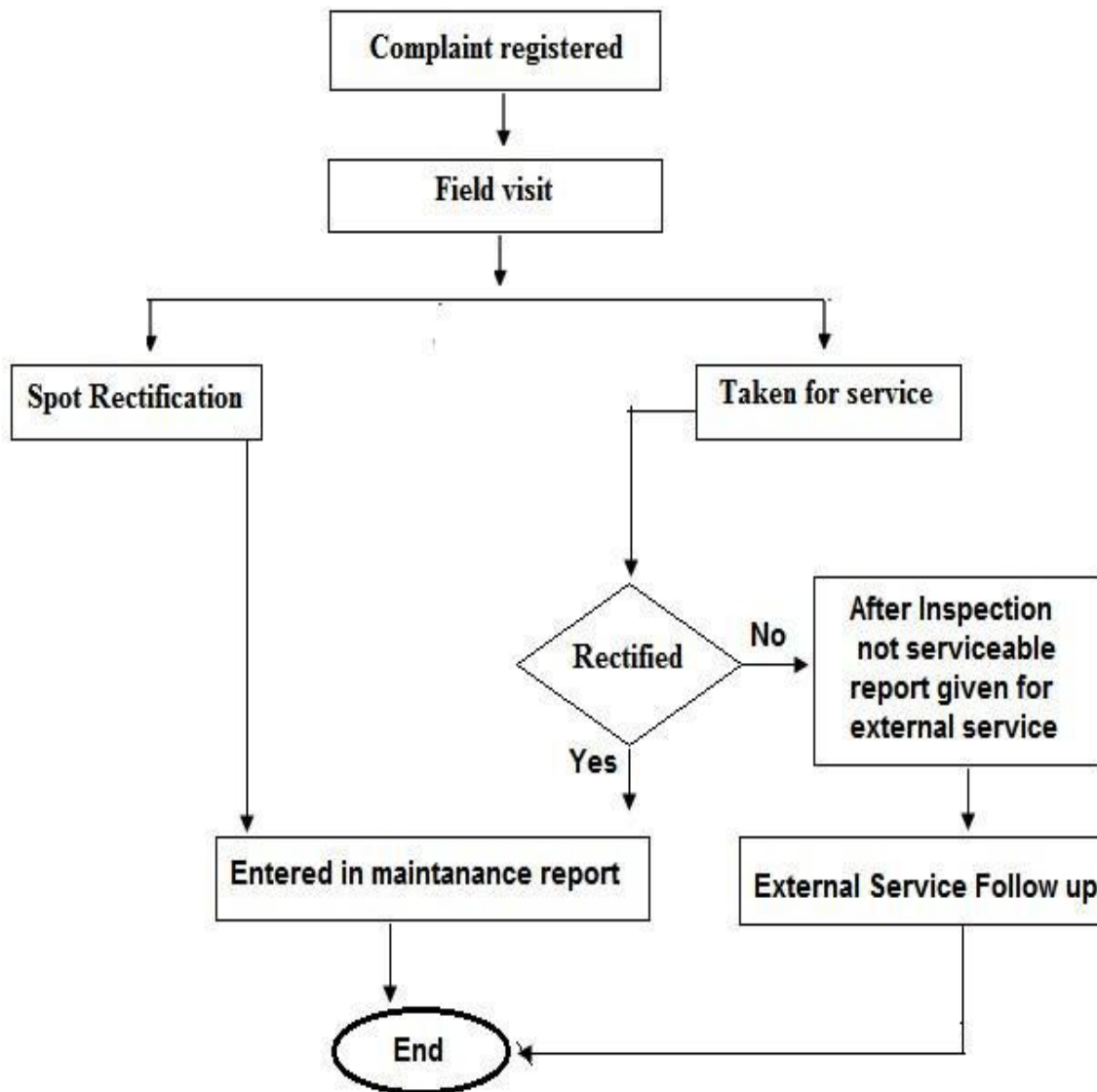


Figure: 3 Maintenance of Electronics and Instruments

4. Maintenance of ICT Facilities

The System administrator and its support staff maintain the ICT facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation are undertaken by the team of technicians coordinated by the system administrator. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by system admin

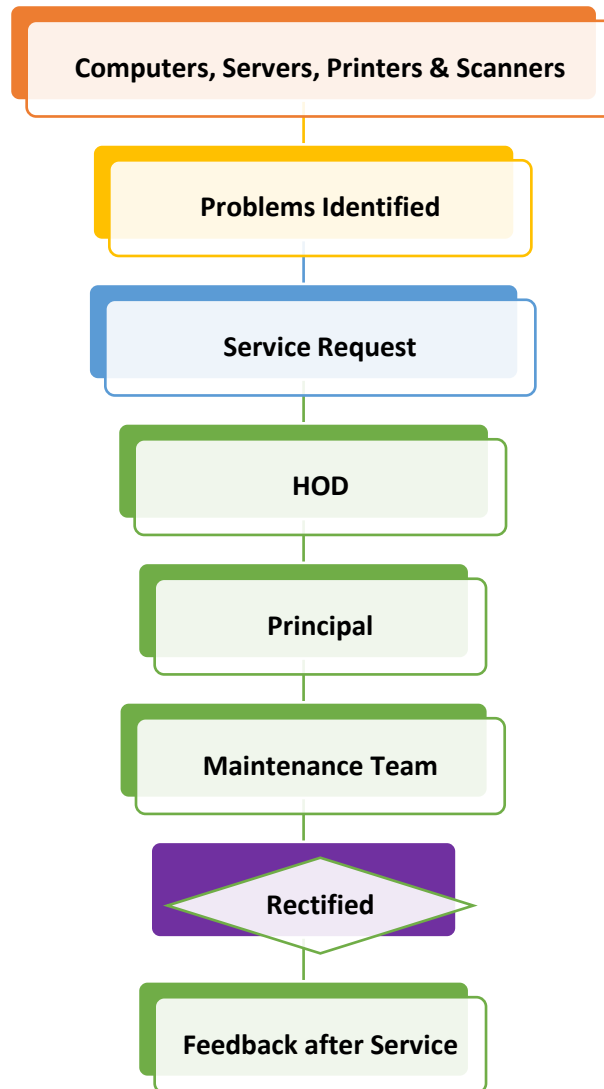


Figure: 4 Maintenance of Computer and Accessories

5. Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

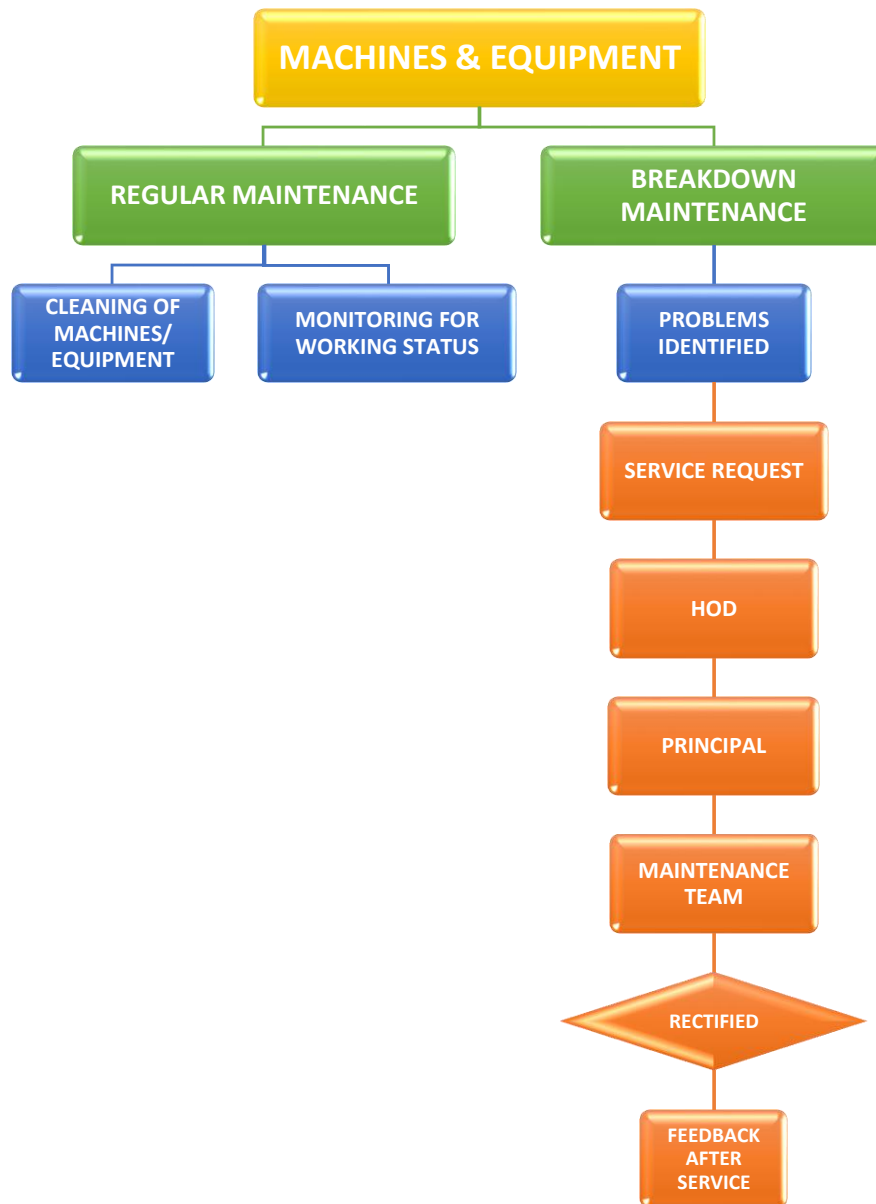


Figure: 5. Machines & Maintenance Procedure

Standard operating procedures for all high-end equipment's are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipment's. Breakage and repair if any, are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment.

Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.

The condemned/obsolete items are discarded by procedure after getting the report of the concern authority and the same is entered in the stock register. Annual maintenance contract is sustained for maintenance of high-end equipment's and high-end servers and computers.

6. Maintenance of Sports and Games Facility

The sports equipment's, fitness equipment's, ground and various courts in the Campus are supervised and maintained by the faculty members of Physical Education Department. Expensive equipment's in the gymnasium are maintained regularly by the supporting staffs.

Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months.

Grounds men, vendors of Sports goods and students jointly maintain the sports equipment's. Seasonal maintenance of all equipment's and ground are carried out regularly by the Physical Education department.

Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

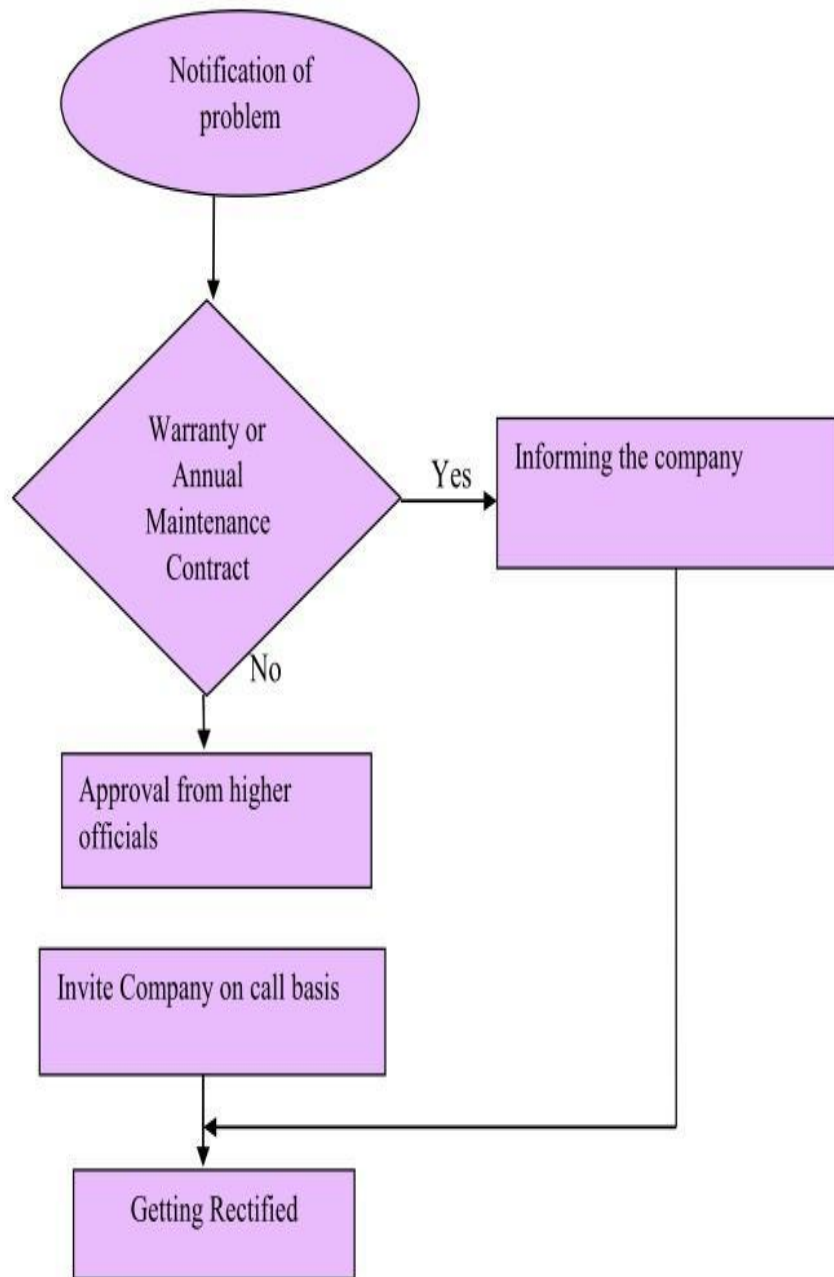


Figure:6 Maintenance of Sports and Games Facility

7. Maintenance of Campus Cleanliness

Cleaning of the campus including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the in-house housekeeping team. Toilets are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the Public Relations Officer and his assistants.

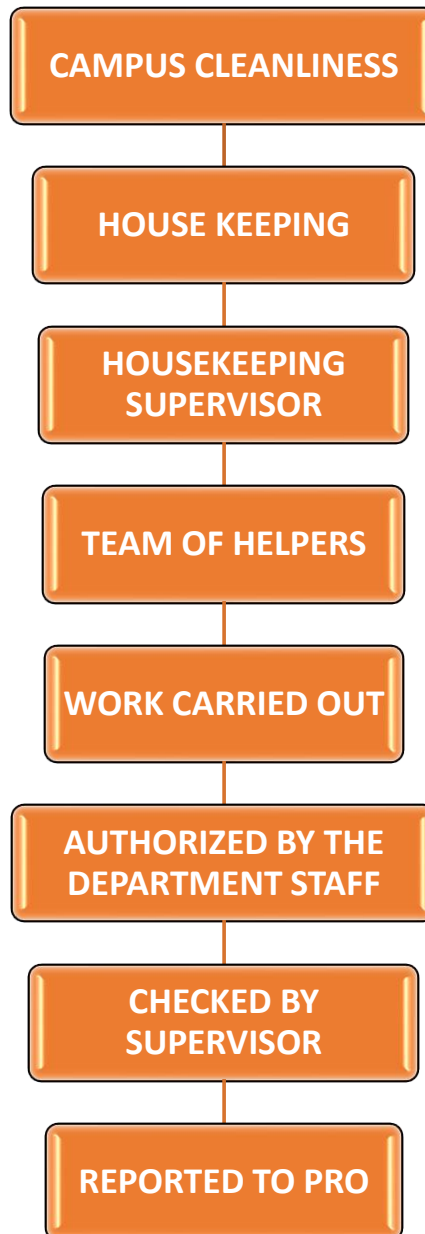


Figure: 7 Maintenance of Campus Cleanliness

8. Maintenance of other amenities

The RO plants and rain water harvesting systems are maintained by the civil engineer and support staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the civil engineer. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers.

Green environmental aspects - Garden, the orchards, solar panels, rainwater harvesting systems, in the campuses are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

9. Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

10. Replacement of Equipment/ Electronics /Computers

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e-waste the outdated electronics /computers are put on buy back as per norms and new items are procured.

11. Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Engineer and his team members.