



METHODIST
COLLEGE OF ENGINEERING & TECHNOLOGY
Accredited by NAAC with A+ and NBA

Estd : 2008 Affiliated to Osmania University & Approved by AICTE



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

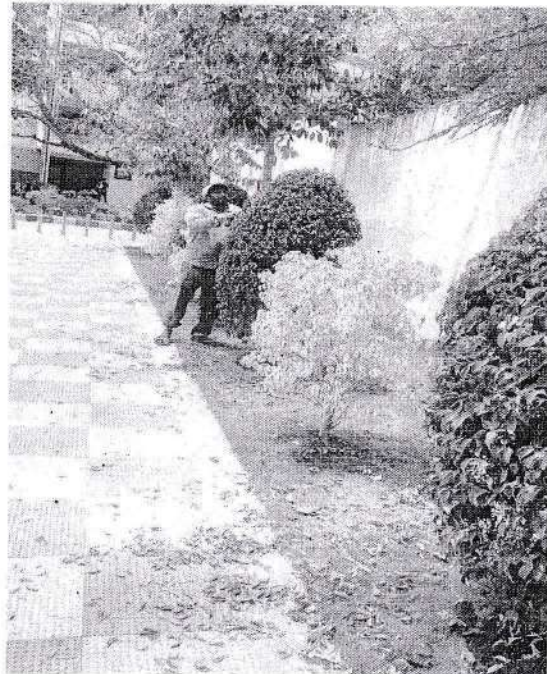
Introduction


The Methodist College of Engineering and Technology operates as an extensive infrastructure to deliver its teaching, learning, extra-curricular and research activities. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories. This document provides an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

1. Maintenance of Physical Facilities

The physical facilities are maintained by the Care taker under the supervision of Administrative Officer. The services of dedicated plumber, electrician, and System admin are available round the clock in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system etc. Maintenance of campus upkeep and cleanliness is the responsibility of the support staff exclusively appointed for this.

The care taker periodically monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff rooms, students amenity areas, and cafeteria. The gardener takes care of the plantation and lawns.



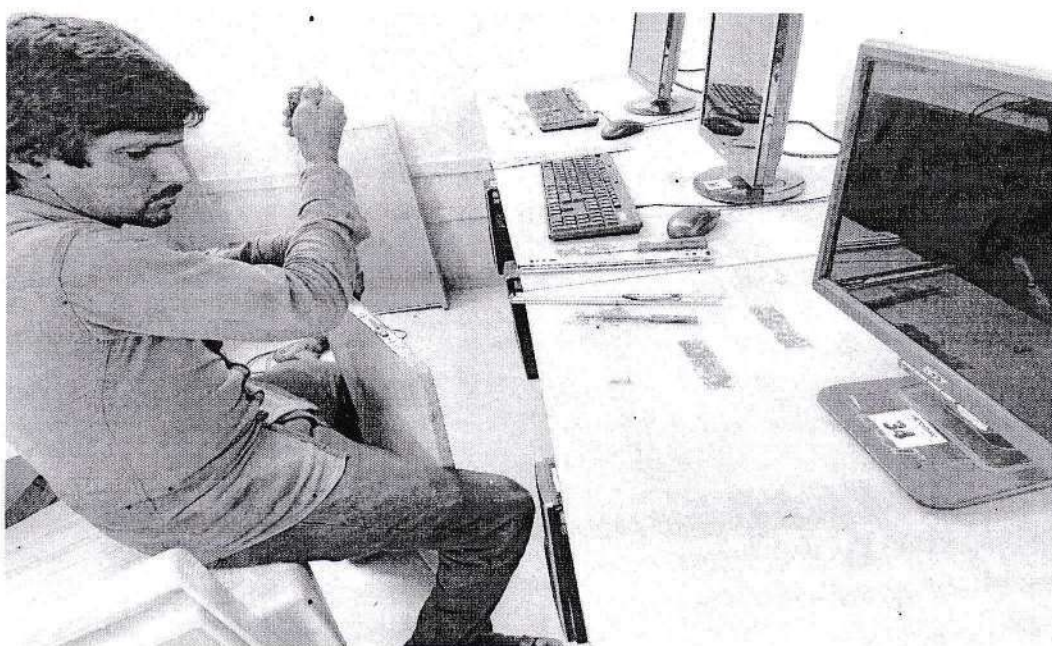

Faculty In-charge

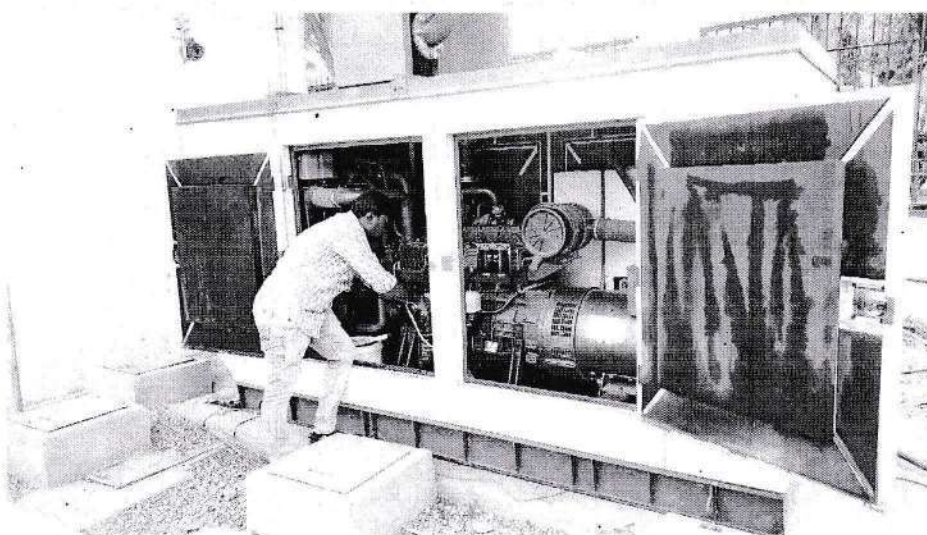
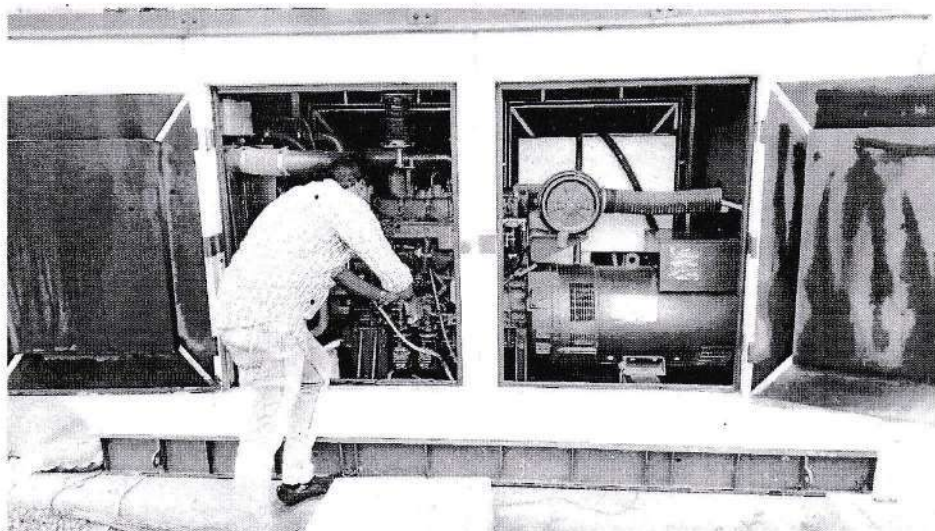

Criterion In-charge

4. Maintenance of Lab Equipment

One faculty member is made the in-charge of each laboratory in all the departments. The lab assistants / technicians in the respective labs and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers are maintained by the respective laboratories. A register to report the service/repairs of instruments in the labs is maintained. Breakages and repairs, if any, are reported to the Head of Department or the faculty-in- charge by the lab assistant and suitable measures are taken for speedy repairs of the equipment.

All major repairs are identified by the concerned Heads of the departments and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal. Maintenance contract (AMC) is sustained for maintenance of high end equipment and high end servers, LCD projectors and computers.





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 the office and are attended on priority basis. The Staff of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

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3. Maintenance and Utilisation of Library and Library Resources

The library staff members are responsible for the maintenance of the text books, journals and other learning resources available in the Library. The following steps are taken.

- Proper maintenance of Accession registers and issue register.
- Log book to be properly maintained
- Latest copies of the journals/periodicals to be displayed
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.

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Criterion In-charge

- The systems in the digital library should be cleaned every day and maintained properly.
- Dusting of shelves and books should be taken up every day by the Library support staff.
- Proper pest management is to be done to minimize the problems caused by insects.
Repellants to be used to save materials from Rats.




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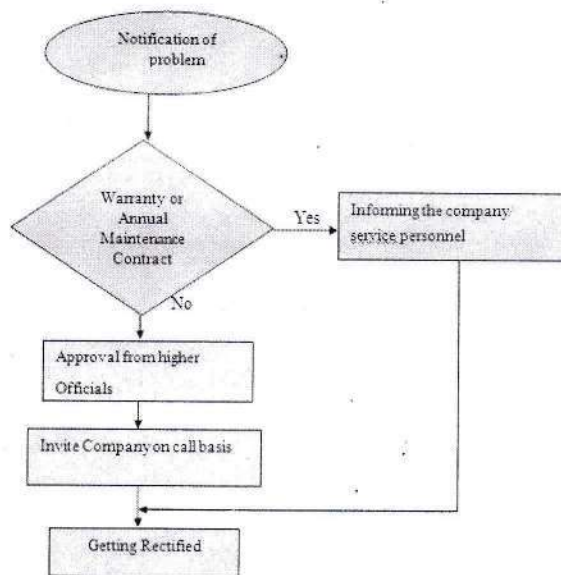
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5. Maintenance of Sports and Games Facility

The sports equipment, fitness equipment, ground and various courts are supervised and maintained by the Physical Director and the Sports Committee. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Director with the help of support staff.

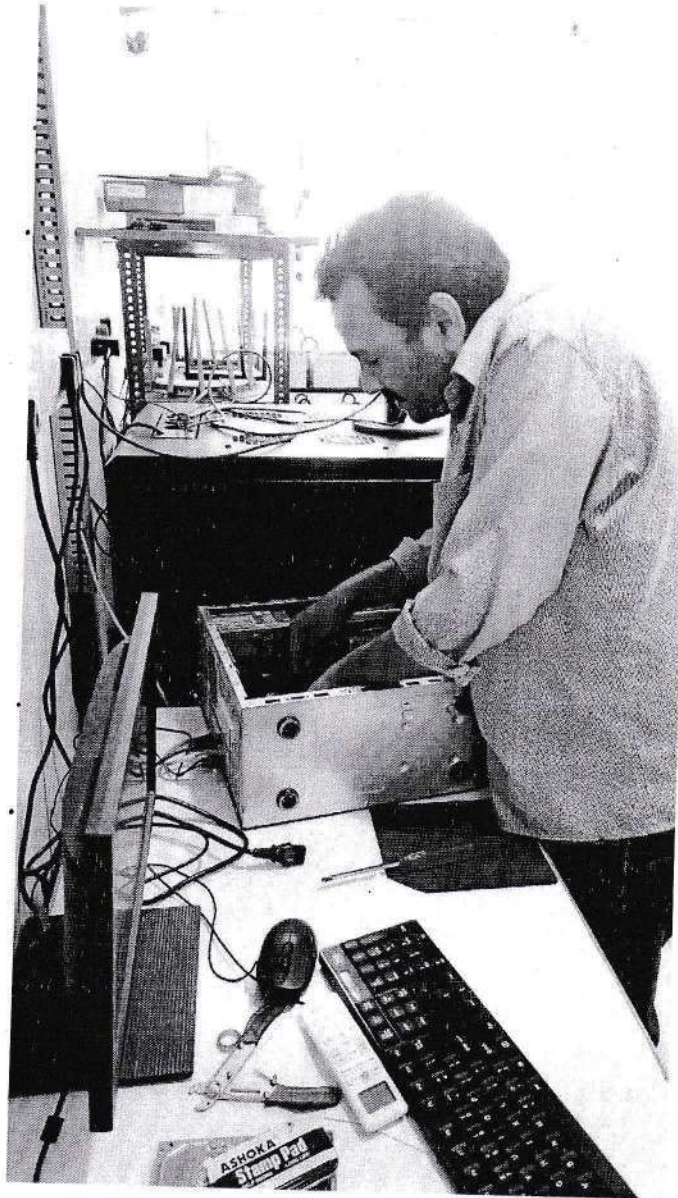



Faculty In-charge


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6. Replacement of Equipment/ Electronics/Computers.

The maintenance comprise of the actions that are carried out to replace worn out assets. The outdated electronics /computers are put on buy back as per norms and new items are procured. The unwanted e-waste is disposed of through MOU with an outside organization.




Faculty In-charge


Criterion In-charge



Methodist

College of Engineering and Technology

INFRASTRUCTURE MAINTENANCE POLICY

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Introduction

The Methodist College of Engineering and Technology operates as an extensive infrastructure to deliver its teaching, learning, extra-curricular and research activities. The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories. This document provides an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

1. Maintenance of Physical Facilities

The physical facilities are maintained by the Care taker under the supervision of Administrative Officer. The services of dedicated plumber, electrician, and System admin are available round the clock in the campus. An Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system etc. Maintenance of campus upkeep hygiene and cleanliness is the responsibility of the support staff exclusively appointed for this.

The care taker will periodically monitor and keeps an eye for the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff rooms, student's amenity areas, and cafeteria. The gardener takes care of the plantation and lawns.

2. 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. Every alternate day Laboratories Classrooms are thoroughly sanitized, and Sanitizer bottles are fixed near classrooms and Laboratories following Covid-19 Protocols. Minor repairs are registered in the office and are attended on priority basis. The Staff of respective department monitor effective utilization of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the infrastructure.

3. Maintenance and Utilisation of Library and Library Resources

The library staff members are responsible for the maintenance of the text books, journals and other learning resources available in the Library. The following steps are taken.

- Proper maintenance of Accession registers and issue register.
- Log book to be properly maintained

- Latest copies of the journals/periodicals to be displayed
- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. Huge volumes need to be kept flat.
- Dusting of shelves and books should be taken up every day by the Library support staff.
- Hard discs or documents containing disc(s) should not be kept in open area or nearby any magnetic or electric equipment.
- Proper pest management is to be done to minimize the problems caused by insects. Repellants to be used to save materials from Rats.
- The systems in the digital library should be cleaned every day and maintained properly.
- Every alternate day Library thoroughly sanitized and Sanitizer bottles are fixed at entry level following Covid-19 Protocols.

4. Maintenance and Utilization of Seminar Halls

Seminar halls are under the purview of the Administrative Officer. The cleanliness is taken care by the housekeeping team and after each event the seminar hall is thoroughly sanitized and Sanitizer bottles are fixed at entry level following Covid-19 Protocols. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits a form through HOD to the Principal and the date of event is registered and the halls are accessed on priority basis.

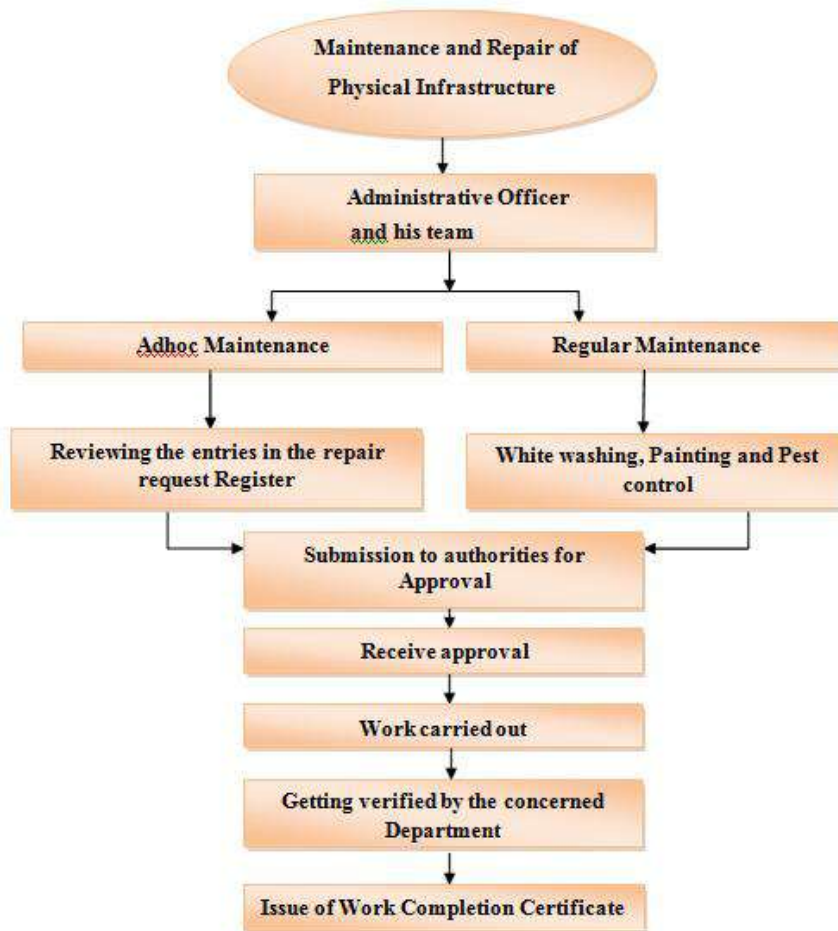


Fig.No.1: Maintenance of Physical Facilities

5. Maintenance of ICT Facilities

Computer Centre and its support staff maintain the ICT & CMS. The annual maintenance includes the required software installation, antivirus and up gradation. Three system administrators take care of these activities. To minimize e-waste, electronic gadgets like LCD projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is also maintained by the System Administrators.

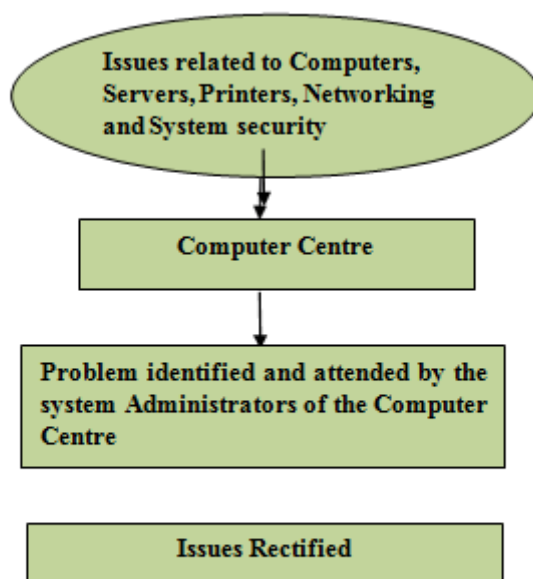


Fig. 2. Maintenance of Computer and Accessories

6. Maintenance of Lab Equipment

One faculty member is made the in-charge of each laboratory in all the departments. The lab assistants / technicians in the respective labs and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers are maintained by the respective laboratories. A register to report the service/repairs of instruments in the labs is maintained. Breakages, leakages and repairs, if any, are reported to the Head of Department or the faculty-in-charge by the lab assistant and suitable measures are taken for speedy repairs of the equipment.

All major repairs are identified by the concerned Heads of the departments and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.

Annual Maintenance contract (AMC) is sustained for maintenance of high end equipment and high end servers, LCD projectors and computers

7. Maintenance of Sports and Games Facility

The sports equipment, fitness equipment, ground and various courts are supervised and maintained by the Physical Director and the Sports Committee and see that all equipments thoroughly sanitized and Sanitizer bottles are fixed at entry level following Covid-19 Protocols. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation. Seasonal

maintenance of all equipments and ground are carried out regularly by the Physical Director with the help of support staff.

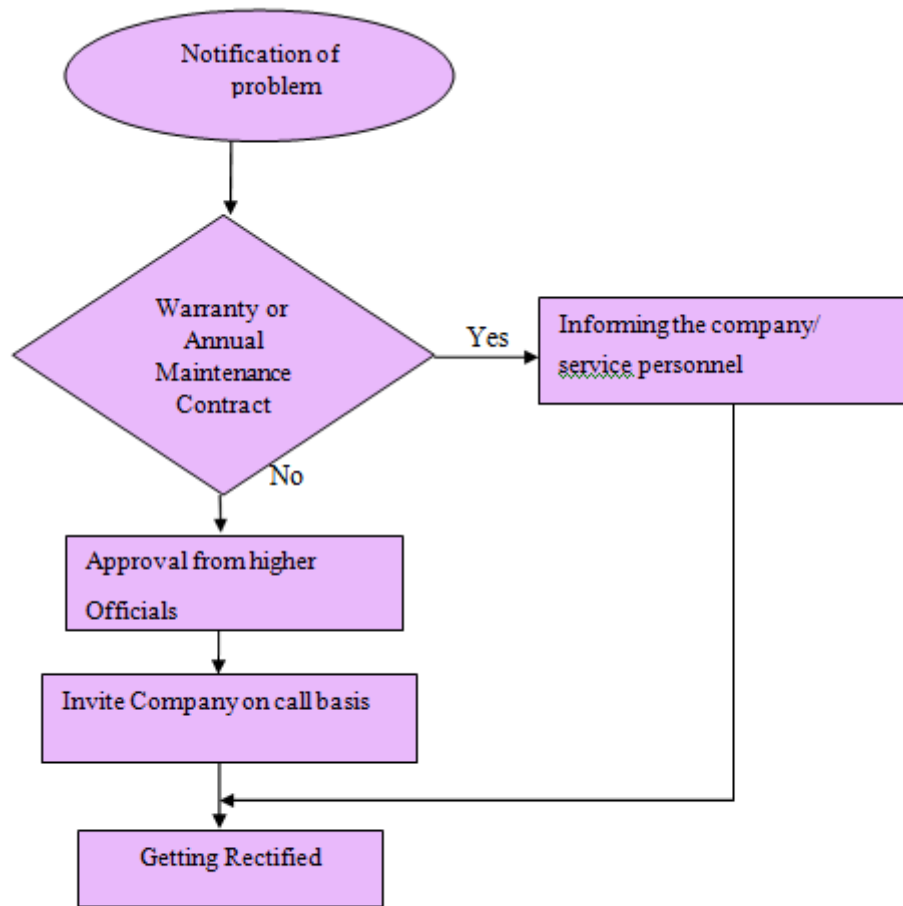


Fig.No.3: Maintenance of Sports and Games Facility

8. Maintenance of Campus Upkeep

Cleaning of the campus areas in whole company including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Restrooms are kept hygiene and cleaned twice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the A.O and his assistants.

9. Maintenance of other amenities

The drainage maintenance system is outsourced. The rain water harvesting systems are maintained by the support staff under the supervision of Care Taker. The maintenance of the elevators is undertaken as per their preventive maintenance schedules and guidelines provided by the equipment supplier. The campuses are equipped with safe and adequate



drinking water supply using water purifiers under Annual Maintenance Contract. Fire extinguishers are installed in various blocks and are maintained by the respective departments. Amenities like cafeteria are maintained by respective service providers.

Green environmental aspects – maintenance of lawns and watering the plants is taken care by the gardener every day and frequently by the National Service Scheme volunteers as a service activity under swachh campus programme.

The entire campus is under electronic surveillance and this facility is maintained and taken care of by the Computer Centre and System Admin through annual contract with the service providers.

10. 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.

11. Replacement of Equipment/ Electronics/Computers

The maintenance comprise of the actions that are carried out to replace worn out assets. The outdated electronics /computers are put on buy back as per norms and new items are procured. The unwanted e-waste is disposed of through MOU with an outside organization.

12. 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 Care taker and his team members.