



RVS COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
NAAC Accredited Institution

Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore - 641 402.

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Dr. V. GUNARAJ
Principal

Policies and procedures 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 institution has an excellent infrastructure and required equipment, which are maintained regularly by the maintenance department. The maintenance department maintains the academic and non-academic related equipment in the institution. The academic activities include the maintenance of the classrooms, library, laboratories, computers and sports complex. The maintenance policy of the institution is given below.

Policy for Campus Maintenance

Maintenance of Existing Equipment:

1. Identify the requirement for the Maintenance/ Breakdown/ Repair etc.
2. Listing out the specification of the repaired items.
3. Prepare Comparative statement for the price and scope of repair and technical specifications.
4. Estimate the approximate cost of the system from the supplier input and apply for financial approval from the management.
5. After getting confirmation from the management, call the suppliers for price negotiations before the purchase and technical committee.
6. Based on the terms and conditions of the service order the supplier will supply and install or show the system/ equipment/ item
7. Supervise the work done by the supplier as per our requirements.
- 8 After satisfactory completion of the work, the details of the equipment are entered in the respective department Maintenance Register.




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9. After the work completion necessary entries made in work register and sent for payment

The maintenance department consists of the Estate Officer, Supervisor and maintenance team. The Supervisor is accountable to the Estate officer and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor responsibilities.

Maintenance of Laboratories

The lab technicians maintain the respective laboratories under the instruction of the HODs. As per the requirement, the technicians of the related equipment suppliers repair and service the sophisticated lab equipment. Every department maintains a stock register for the available equipment. Verification of stock takes place at the end of every year.

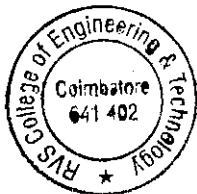
The Housekeeping team adequately employs the in - house staff to meticulously maintain hygiene, cleanliness and infrastructure on the campus to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by housekeeping staff assigned for each floor.

Maintenance of Library

The Librarian collects the books, journal etc., and recommendations from the departments and submits the suggestions to the Management as per the academic regulation. The Principal will approve and finalize list of required books and journals for further action. Every academic year, the Librarian collects the UG and PG student and new faculty details from the office and enrolls them for the bar code based library membership pursuing AutoLib software. The Librarian conducts the Orientation Program to the users of every academic year regarding the rules and regulations of the library. The Librarian administers and maintains the usage of the library activities through AutoLib Library Software. Central Library maintains a stock register for the available books and journals. The stock verification committee appointed by the Principal, the books, back volumes, project report and non-book materials (CD/DVD) at the end of every year and submits report to the Principal.

Maintenance of Sports complex

The maintenance department maintains the sports field by way of cutting down the grass and weeds in the track field. The maintenance department ensures periodic cleaning of sports equipment poles by way of anti-rusting, painting and lubrication of equipment from time-to-time.




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Maintenance of Computers

The ITMC maintains and upgrades the Computers systems according to the new requirement. In addition, Lab assistants under the supervision of the System administrator, maintain the working of the institution computers and accessories.

Maintenance of Classrooms

The institution has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HOD submits their requirements to the Principal regarding classroom furniture and other classroom related requirements. The institution development fund is utilized for maintenance and repair of furniture and other electrical equipment. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

The annual maintenance contracts (AMC) ensure the working condition of all water supply equipment and machineries in the campus. The AMC includes maintenance of Generator, Water Purifiers, Bio gas plant and solar power plant. The institute has trained staff for maintaining the electrical and plumbing repairs. The institute also deploys work force as and when required for campus maintenance.

The Supervisor ensures the placing of firefighting equipment in essential points of building including labs, hostels, offices, etc. The experts train the students and staff periodically for usage of firefighting equipment. The Estate officer adequately monitors and maintains civil and electrical work. The institution has a generator with the capacity of 180 KVA and a solar power generator of 100 KW. The Institution garden and the plants are well maintained by a full time gardener. The gardener maintains lawns and other green spaces, seasonal flowers and monitors and ensures plant health. The Security Officer and the team take care of security of the buildings, equipment and infrastructure. The concerned departments take care of the requirements in every semester break for the next semester. A separate housekeeping team looks after the maintenance of rest rooms, approach roads and neatness of the entire premises. The Estate Officer regularly executes and monitors the Housekeeping services.



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