Procedure for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc policy:

Response:

Swarnandhra College of Engineering and Technology (SCET) has Maintenance Management System issubdivided as Physical, Academic and Support facilities. Institution made a provision in the budget for maintenance of its physical and academic support facilities.Routine maintenance of the infrastructure facilities are carried out by the supervision of the Estate Officerand Superintendent.

Class Rooms:

Use of non-dust chalks.
Daily sweeping of class rooms
Wet cloth cleaning of benches (at least twice a week).
Black board cleaning (with wet cloth daily).
Common dust bins are provided at various locations in each floor and in every class room.

Laboratories - Maintenance & Utilization:

Preventive maintenance plan is followed in laboratories. Periodical checkups and calibration of equipmentin all laboratories are often takes place. The repairs and servicing of the equipment is done by the Labtechnicians and concerned technical persons under the supervision of lab in-charge. Stock verification isconducted in all laboratories every year.Provision for maintenance is provided in Annual budget of theinstitution.

Library:

The institution has a central library along with departmental libraries. The maintenance of library includesshelving, shifting, sorting, binding, searching for missing items, preservation and making sure the stacksare presentable and

organized. Verification of books and replacing/ordering new books are done once inevery six months.

Sports Activities:

Students are well encouraged to participate in extra curricular activities, sports and games. Institution hasexcellent infrastructure for various sports and games, viz., Cricket, Football, Table Tennis, Badminton,Shuttle, Volley Ball, Athletics etc. The sports and games equipment is monitored by physical director. Aproper record is maintained in the department for physical count of sports material for the future use.

Hostels:

Institution has separate hostel facility for boys and girls along with gymnasium. The superintendent andhostel wardens look after the maintenance of the hostels and mess assuring the quality and hygiene in thesurroundings. Systematic and well organized management principles are applied for the students to maintain time, discipline in the hostels.

Computer Systems Maintenance:

There is a group of system maintenance committee, headed by a senior faculty, with a mandate torecommend to the management the need for upgrading existing machines, replacing the obsolete ones withnew ones, maintenance of the networking system, purchase of accessories such as switches, routers,printers etc.

Internet and Wi-Fi:

System administrator and team of technicians look after the maintenance of daily band width, usage, bandwidth allocation and sharing