



MVR

COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi, Permanently Affiliated to JNTUK
Accredited by NAAC with 'A' Grade, NBA for CSE, ISO:9001-2008)

Besides Hanuman Statue, NH-9, Paritala, Kanchikacherla (M),
Krishna (dt), A.P. Pin - 521 180. Phone : 8498037777, 9121214636
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Maintenance Policy Document

Guidelines and Policies for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of external agencies
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.

Responsibilities of maintenance of the infrastructure:

| Sr.No | Equipment/infrastructure | Routine Check | Monitoring Authority | College-level Coordinator |
|-------|---|---|-----------------------------------|---------------------------------------|
| 1 | General Electrical maintenance | Electrician, Lab Assistant and Lab-incharge | Head of the respective Department | Head of Electrical Department |
| 2 | Generator and Power Supply | Electrician | Head of Electrical Department | Head of Electrical Department |
| 3 | Computers and Peripherals such as Printers, Scanners, LCD/DLPs | Department level Computer Coordinator | Head of the respective Department | College-level Computer Coordinator |
| 4 | Internet connectivity and Wi-Fi | Lab Assistant and Lab-incharge | Head of the respective Department | Network Administrator |
| 5 | Website | Department Computer Incharge | Head of the respective Department | Staff Coordinator Computer Department |
| 6 | CCTV and Biometric | IT Infrastructure Committee | Principal | Staff Coordinator Computer Department |
| 7 | Software | Lab in-charge and Subject In-charge | Head of the respective Department | Head of the respective Department |
| 8 | Library | Librarian | Principal | Library Committee |
| 9 | Civil Works | Head of Civil Department | Principal | Head of Civil Department |
| 10 | Plumbing, Water-coolers and Purifiers | Head of Civil Department | Principal | Head of Civil Department |
| 11 | Classroom-benches and overall furniture including notice boards | Central Workshop | Principal | Head of Civil Department |
| 12 | Sports facilities | Sports Incharge | Principal | Sports Incharge |
| 13 | Gardening | Head of Civil Department | Principal | Head of Civil Department |

The college helps to keep the infrastructure in optimum working condition. Many preventive Maintenance policies are functional to prevent breakdown of facilities such as lift, generators, internet and Wi-Fi, gardening, housekeeping.

Principal

PRINCIPAL
MVR College of Engineering & Technology
PARITALA, VIJAYAWADA-521180

Administrative Office

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