



VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT

PGE CET CODE : VGNT1



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.

Answer:

There is a team of Administrative staff and appropriate systems for effective and smooth maintenance of the sprawling and beautifully landscaped campus and its physical infrastructure.

The maintenance policy of Institute is:

- Classrooms, laboratories and other facilities maintained in clean and hygienic way.
- All laboratory equipment functional at all times.
- Power is available 24x7 with backup resources.
- Preventive maintenance adapted.
- Updating stock registers and utilization registers.
- Consumables are procured at least one week in advance.

Well defined systems and streamlined procedures are available for maintaining all existing facilities as per the above policy, through demarcated sections, which are supported by a dedicated team of more than 120 members. The institution allocates 10-15% of its budget towards maintenance works.

Procedures of maintenance and utilization:

Identifying problems:

- Concerned maintenance team conducts periodical checks of buildings to verify power supply, water, any deviations in structures like cracks, Spalling at edges, Swelling of concrete, Internal cracking etc., and refers to the concerned section.
- A team continuously checks furniture, power, blackboards, projectors and CC cameras.
- A Grievance and redressal cell to receive complaints through online portal from staff and students.



PRINCIPAL

Vignan Institute of Technology and Science
Deshmukhi, Bhongir, Yadadri Dist-508 284



VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT

PGETCET CODE : VGNT1



Periodic Maintenance:

- Maintenance of facilities/equipment on a regular basis is scrupulously executed by persons responsible.
- Obsolete Items are replaced.
- Regular maintenance of water tanks, rusting of iron in slabs etc.

Breakdown maintenance:

- Breakdown maintenance of any asset, facility and equipment, -whether or not under AMC or under preventive maintenance - is attended on priority basis.
- Maintenance of facilities such as water supply and storage, IT facilities, hostel facilities, motor vehicles etc. on breakdown are attended immediately.

Electrical maintenance:

A team of four electricians supervised by an in-charge maintains round the clock. The team takes care of issues related to transformer, electrical panels, DG set, UPS, Air Conditioning systems, solar power plant, and general power facilities.

IT infrastructure maintenance:

A group of System and Networking administrators headed by Dean IT services resolves issues related to computers, peripherals, LCD projectors, LAN, Wi-Fi connections, telephones etc.

- Dean IT services ensures proper maintenance of IT infrastructure and caters to growing user needs by procuring required resources from duly approved vendors.
- A schedule of monitoring and preventive maintenance is carried out for all the spares, tools, and equipment.

Classrooms and Lab Maintenance:

HoDs and lab in-charges of each department are responsible for maintenance of all equipment/facilities in classrooms and Labs of their departments.



PRINCIPAL

Vignan Institute of Technology and Science
Deshmukhi, Bhongir Yadadri Dist-508 284



- Periodic inspection of classroom facilities is carried out by HoD, Class Coordinator and Class Representative.
- Well trained Lab Technicians maintain the Lab equipment.
- Before commencement of class work, class in-charges and lab technicians inspect the functioning of computers, LCD projectors and PA systems and submit the status report to HoD.
- Minor issues identified by staff are registered on the complaint portal and resolved.
- Major repairs are referred to the vendors.
- Equipment is purchased by Institute Purchase Committee

Library Maintenance: -

Library staff comprises of a Librarian and 3 supporting staff. They are responsible for:

- Shelving and re-shelving
- Keeping books and materials with cleanliness in shelves and stack rooms
- Supervising the collection
- Conservation and preservation of materials including repairs and binding
- Stock taking and weeding
- Security of library material
- Periodic cleaning and pest control as per schedule

Furniture Maintenance:

- A team of five skilled personnel are part of the in-house workshop. The team looks after the overall and timely maintenance of all furniture in offices, classrooms, laboratories, hostels and library, along with maintenance of doors and windows of all buildings and also manufacture if required.

Sports Maintenance:

- The two Physical Directors are responsible for the maintenance of the sports and games equipment and allied facilities.



PRINCIPAL

vignan Institute of Technology and Science
Deshmukhi, Bhongir Yadadri Dist-508 284

- The Sports Committee and Maintenance Staff procures requisite resources consumables, supporting equipment, gym machinery, grass cutting machines etc

Campus Maintenance Services

- Institute supervisor monitors all supporting staff and looks after campus beautification.
- The team ensures proper functioning of the sprinkler system, pruning and watering of plants, Bio-gas plant maintenance and looks after the overall maintenance of the lush green campus.
- The pedestrian pathways and roads are kept clean.

Utilization Policy and System

Optimum utilization is ensured for all facilities.

- A logbook is maintained in every laboratory and periodically checked by Lab in-charges and HoDs.
- The classrooms and labs are also used for Value Added Courses, Bridge Courses, CRT, Remedial Classes etc., and other competitive examinations after regular class hours.

Impact:

With more than adequate infrastructure, regular servicing and timely maintenance to upkeep with robust systems and procedures, Institute is successfully discharging all its activities in a smooth and orderly manner to the satisfaction of all its stakeholders.



A handwritten signature in blue ink, appearing to read "S. Kumar".

PRINCIPAL
Vignan Institute of Technology and Science
Deshmukhi, Bhongir Yadadri Dist-508 284



VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT

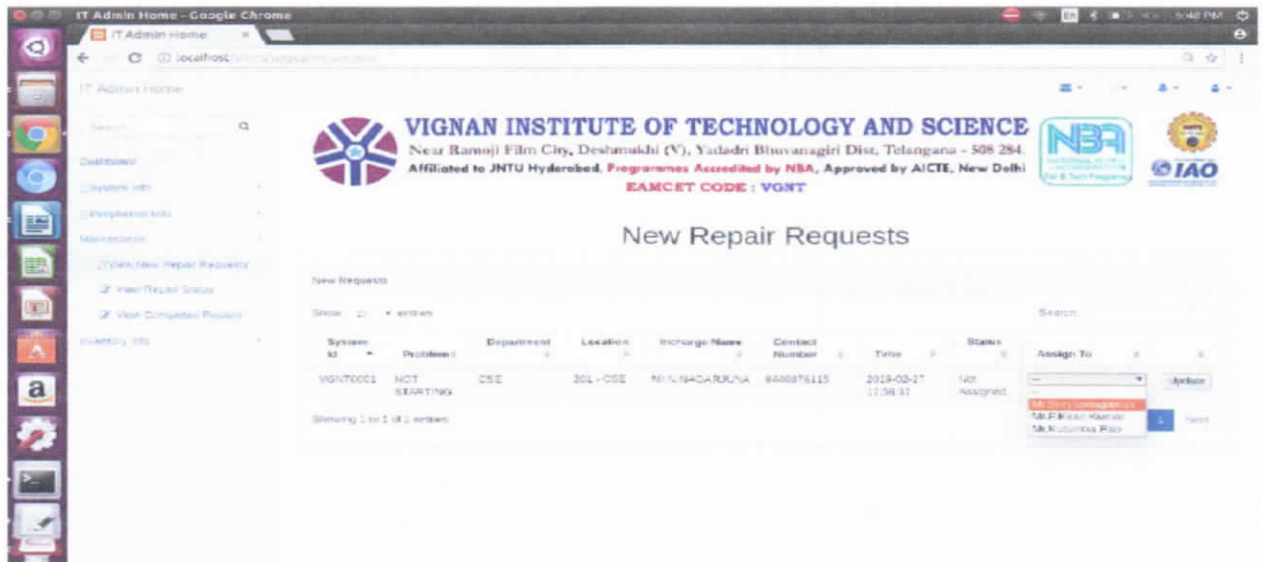
PGE CET CODE : VGNT1



ELECTRICAL MAINTENANCE:



IT Infrastructure Maintenance System:



PRINCIPAL
Vignan Institute of Technology and Science
Deshmukhi, Bhojir, Yadadri Dist-508 284