



MAINTAINANCE POLICY

PRAGATI ENGINEERING COLLEGE: AUTONOMOUS

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Maintenance policy outlines the guidelines and procedures for effective upkeep of all physical assets, including buildings, equipment, and utilities.

1. **Regular Inspections:** We conduct periodic inspections of all infrastructure components to identify potential issues, safety hazards, and wear and tear. This includes buildings, roofs, plumbing systems, electrical installations, and other critical components.
2. **Preventive Maintenance:** We prioritize preventive maintenance to address minor issues before they escalate into major problems. Scheduling routine maintenance tasks helps us avoid costly repairs and interruptions to daily activities.
3. **Prompt Repairs:** Upon identifying any maintenance requirements, we ensure timely and efficient repairs to minimize downtime and ensure the safety and comfort of everyone on campus.
4. **Asset Management:** We maintain a comprehensive database of all infrastructure assets, their maintenance history, and replacement schedules. This enables us to plan for long-term maintenance and replacements effectively.
5. **Vendor Management:** We engage with reliable and qualified vendors to carry out maintenance tasks beyond the scope of our in-house team. We ensure that vendors adhere to our quality and safety standards.

Maintenance of IT Facilities:

IT facilities maintenance policy encompasses the following key aspects:

1. **Network Infrastructure:** We regularly monitor and upgrade our network infrastructure to provide seamless internet connectivity across the campus. This includes switches, routers, cabling, and Wi-Fi access points.
2. **Hardware Maintenance:** Our IT team conducts regular inspections and maintenance of computer systems, printers, projectors, and other hardware devices to ensure optimal performance.
3. **Software Updates:** We keep all software and applications up-to-date with the latest patches and security updates to safeguard against potential vulnerabilities and ensure compatibility.
4. **Data Backup and Recovery:** Regular data backups are performed to prevent data loss in case of any unforeseen incidents. We also have a well-defined data recovery plan in place.
5. **Cybersecurity Measures:** We implement robust cybersecurity measures, including firewalls, antivirus software, and user authentication protocols, to protect the college's IT assets from potential cyber threats.

Maintenance of Physical Facilities:

The physical facilities at Pragati Engineering College encompass a range of areas, including classrooms, laboratories, libraries, recreational spaces, and more. Our maintenance policy for physical facilities emphasizes the following:

1. **Cleanliness and Hygiene:** We maintain a clean and hygienic environment throughout the campus, with regular cleaning schedules and waste disposal procedures in place.
2. **Furniture and Fixtures:** Our team inspects and maintains furniture, fittings, and fixtures in all areas to ensure they are in good condition and safe to use.
3. **Electrical Systems:** We conduct regular checks of electrical systems, switches, and sockets to prevent electrical hazards and ensure uninterrupted power supply.
4. **HVAC Systems:** The heating, ventilation, and air conditioning systems are crucial for comfort and productivity. Regular maintenance and filter replacements are carried out to ensure efficient operation.
5. **Safety Measures:** We adhere to all safety regulations, such as exit signage, emergency lighting, and firefighting equipment, and conduct drills to prepare for any emergencies.

Maintenance of Academic Facilities:

Maintenance policy for academic facilities encompasses the following aspects:

1. **Classroom Maintenance:** We ensure that all classrooms are well-maintained, with functional furniture, proper lighting, and clean surroundings to provide an ideal learning environment.
2. **Laboratory Upkeep:** Our laboratories are equipped with specialized equipment and materials. We regularly inspect, calibrate, and maintain them to facilitate smooth practical sessions for students.
3. **Library Management:** The library is an essential academic facility. We organize regular inspections to keep the collection up-to-date, maintain a conducive reading environment, and provide functional study spaces.
4. **Audio-Visual Facilities:** We maintain audio-visual aids, projectors, and presentation systems in classrooms and seminar halls to enhance the learning experience.
5. **Digital Learning Resources:** We maintain the college's Learning Management System (LMS) and e-learning resources, ensuring their availability and accessibility to all students and faculty.

Maintenance of Supporting Facilities:

The maintenance policy for supporting facilities includes the following:

1. **Sports Facilities:** We regularly inspect and maintain sports fields, courts, and equipment to promote physical fitness and encourage sports activities among students.
2. **Cafeteria and Food Services:** The cafeteria is an integral part of campus life. We ensure its cleanliness, hygiene, and compliance with food safety standards.
3. **Transportation Services:** The college transportation fleet is regularly serviced and inspected to provide safe and efficient commuting options for students and staff.
4. **Hostel Facilities:** For students residing in college hostels, we maintain living spaces, sanitation facilities, and common areas to ensure a comfortable and secure living environment.
5. **Green Spaces:** We take care of the college's green spaces and gardens, promoting a clean and aesthetically pleasing campus.

By adhering to these comprehensive maintenance policies, Pragati Engineering College strives to provide a sustainable, safe, and conducive environment for its academic community, supporting its mission of fostering excellence in education and research.