



# PRAGATI ENGINEERING COLLEGE

(AUTONOMOUS)

# 1-378, ADB Road, Surampalem, E.G. District, A.P.-533 437

(Approved by AICTE & Permanently Affiliated to JNTUK Kakinada & Accredited by NAAC with 'A' Grade)

(Recognized by UGC under sections 2(f) & 12(b) of the UGC Act, 1956)

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**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.**

The institution has defined procedures for maintaining physical, academic and support facilities as per the maintenance policy.

## **INTERNAL OPERATING PROCEDURE:**

There is a centralized maintenance section which is headed by a Maintenance Supervisor and supported by skilled technicians. This section takes care of maintenance of infrastructural facilities which includes plumbing works, electrical, carpentry, masonry and sewage works. The section receives maintenance requirements from the departments and other sections and undertakes the necessary work following internal operating procedures.

## **MAINTENANCE SECTION:**

Across all departments, the college has competent and skilled personnel to carry out maintenance tasks. Academic facilities such as classrooms, laboratories, skill-related workshops, conference halls and seminar halls have their own financial allocation. Furthermore, general facilities such as sports and games rooms, washrooms, and landscaping are all maintained with a budget set aside for them.

A separate cell called Maintenance Cell is in charge of general maintenance. The engineering branch of the Institution, which consists of skilled civil and electrical engineers, leads the cell. The cell also features a caretaker, supervisor, and other support workers with civil, electrical, and mechanical.

The team oversees the cleanliness of the buildings, classrooms, laboratories, furniture, seminar halls, conference hall, campus ground, sports facilities, staff and students amenity areas, canteen etc. The cell also looks after the maintenance of generators, solar panels, sewerage treatment, rainwater harvesting pits, water coolers, RO water treatment, firefighting and fire alarm system,

pest control etc. Housekeeping services are made available during daytime. Regular visits on a periodical basis are conducted by team head and based on the site conditions, renovations are proposed for works such as civil work, electrical work, painting, furniture etc.

Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. The physical facility complaints are handled by maintenance cell. The complaints can be registered through phone or directly in the maintenance room.

## **1. Physical Facilities**

### **Electrical Maintenance:**

The campus has powerhouse which takes responsibility of supplying uninterrupted power to the entire campus. The maintenance of generators and solar panels are done through periodic visits for their proper functioning. These are maintained by Electrical Maintenance Committee headed by the faculty from Electrical Department. The departmental so has faculty and supporting staff to oversee the maintenance of generators, lighting loads, solar plant etc.

### **Systems and Internet Facilities Maintenance:**

Replacement or repair of computers and accessories, hardware upgrades, software installations and upgrades, Wi-Fi maintenance, and troubleshooting issues are all included in the maintenance services under the supervision of Systems and Internet Facilities Committee. The maintenance of all the above are taken care by this committee which conducts periodic examinations, and the status of computers and associated equipment for appropriate action.

### **Furniture Maintenance:**

The Department of Mechanical Engineering maintains the central workshop facility which provides the services including custom fabrication of cabinets, desks, counter tops, installation of doors and windows, and frames for displaying banners. The internal operating procedures are followed for maintaining the furniture in the institution.

### **Building Maintenance:**

A Supervisor is responsible for new construction works and the civil maintenance of buildings including laying and maintenance of the plumbing, water pipelines, and sanitary fittings following the internal operating procedure. Annual inspection is done for Fire Safety by AP state Disaster

Response and Fire Service Department. Pest Control maintenance is done periodically.

## **2. Academic Facilities:**

### **Library:**

The Librarian and his support personnel are in charge of the library's upkeep. The library conducts internal audits on a regular basis to ensure that the volumes are in good condition. The librarian interacts with students and staff on a regular basis to learn about their needs and take the appropriate steps to address them.

### **Laboratories:**

- Equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

### **Classrooms:**

- Every Department has a faculty in-charge who will periodically check the condition of classroom / laboratory amenities like benches, chairs, black boards, fans, lights, and LCD's.
- The in charge will resolve the problem through the Head of the Department following the internal operating procedure.

### **Computer Facilities:**

Around 935 computers are available for the students. Computers and software in the laboratories are maintained by computer hardware technicians under the supervision of IT Manager.

## **3. Supporting Facilities:**

### **Sports:**

The upkeep of sporting facilities including Gym facilities is the responsibility of the physical education department, which is managed by a physical director and supported by support staff. The department maintains the sports ground on a regular basis, either in-house or through a third party.

**NCC:**

The college houses Troop number 104-B under 18(A) BN, Kakinada and consists of 100 cadets. The unit has been taking up various service-oriented activities in addition to the basic training.

**NSS:**

The College encourages the students to participate in social and nation building activities. It aims to motivate the students to identify the needs and problems of the community and involve them in problem solving process.

**4. Other Facilities:**

- The Institute has RO plant, which provides purified drinking water facility.
- Adequate water coolers are available in the college to provide clean drinking water.
- Periodically, the quality of water is tested in the Environmental Engineering laboratory.
- The college buses are available for the students and faculty.
- Adequate manpower is employed to maintain cleanliness of the campus, classrooms, staff rooms, seminar halls, laboratories, washrooms etc.
- The Green Cover of the campus is well maintained by full time gardeners.
- The campus security is monitored through surveillance Cameras and is maintained by supplier under AMC.
- The college reprographic facilities are maintained under AMC. Photo copying charges is fixed at a nominal rate just enough to support the operational costs.
- Qualified Medical Doctor is available in the college dispensary.
- The college has Canteen facility where subsidized food is available for staff and students.