



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(Sponsored by Lavu Educational Society)

[Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi]

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3

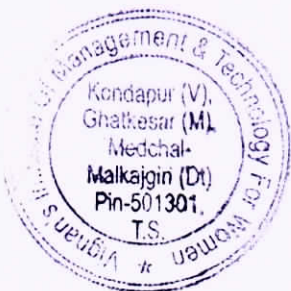



4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

VMTW has the policy for infrastructure maintenance as specified by the statutory bodies both in terms of quantity and quality. VMTW provides the best infrastructure to all its departments and other functional areas to ensure the infrastructure needs and the requirement of Teaching-learning process. The Infrastructure Maintenance policy of VMTW is ensuring its quality and cost, up gradation from time to time, proper accounting and safe guarding by providing inventory numbers on each equipment and maintaining asset register, upkeep of the equipment through regular cleaning, preventive and corrective maintenance including annual maintenance contracts, insurance against damage and theft.

To ensure the adequacy of the infrastructure including land, buildings, equipment, computer hardware and software, the norms of the statutory bodies like University Grants Commission (UGC), All India Council for Technical Education (AICTE), and Affiliating JNTUH with regard to resource requirements shall be adhered. Records of all infrastructure including equipment, software, books and other items shall be maintained by all the departments and sections of the institute and to be entered in the stock Register. All departments shall strictly follow the procedures and guidelines of the institute with regard to cleanliness and preventive and corrective maintenance of infrastructure. These intend to exclude the following.

Vignan's Institute of Management and Technology for Women has ample infrastructure for teaching various engineering programs. The college has an established system for the maintenance and utilization of Computer Systems and related equipments. The maintenance of the facilities are administered by a Maintenance Committee. The committee meets periodically to look after various maintenance issues.




Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt), T.S.
Telangana State



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Maintenance Committee

S.No	Faculty	Designation	Role/Responsibility
1	Dr. G. Apparao Naidu	Principal	Chairman
2	Mrs. M. Parimala	HOD-CSE	Coordinator
3	Dr. S. Ranga Swamy	HOD-AI&ML	Coordinator
4	Dr. B. Phijik	HOD-IT	Coordinator
5	Mr. P. Hari Krishna	HOD-ECE	Coordinator
6	Dr. R. SRIDHAR	HOD-BS&H	Coordinator

A computer system maintenance policy outlines the guidelines and procedures for effectively managing and maintaining computer systems within an organization. It ensures that systems are reliable, secure, and up-to-date, minimizing downtime and maximizing productivity. While specific policies may vary depending on the organization's needs, here are some key components commonly found in computer system maintenance policies:

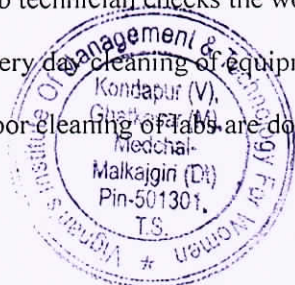
Regular cleaning as per the checklists


- ❖ Regular inspection and periodic maintenance of equipment including lubrication, wherever necessary. Preventive maintenance as per its schedules and maintenance of records.
- ❖ Annual maintenance of contract and maintaining record of service / maintenance
- ❖ Deploying old equipment on tasks of lower level utilization like computers from labs can be deployed on office work for word processing.
- ❖ Transferring assets to other institutes which can utilize the old equipment's productively.

Maintenance of Laboratories:

Daily maintenance:

- ❖ Lab technician checks the working condition of the equipment's/systems on daily basis.
- ❖ Every day cleaning of equipments and work tables are done by the lab technicians.
- ❖ Floor cleaning of labs are done on daily basis by housekeeping department of the college.




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- ❖ The batteries of the UPS are cleaned to remove dust.

Weekly maintenance:

- ❖ Floor cleaning of labs are done twice in a week by housekeeping department of the college.
- ❖ Maintenance of battery & UPS in Laboratories is carried out.
- ❖ The fault is identified with the help of the lab assistants and weekly maintenance report is prepared.

Monthly maintenance:

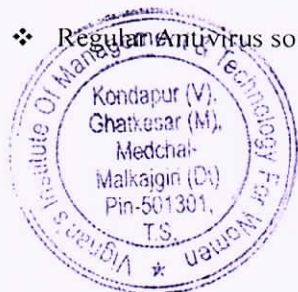
- ❖ The monthly maintenance report is generated in which the current condition of the equipments, consumables and furniture are mentioned and submitted to the principal.
- ❖ After checking by a scrutinizing committee, the issues identified are rectified.
- ❖ Every month UPS in-charge checks the water level, voltage level and backup of the UPS.

Yearly maintenance:

- ❖ Scrap items in the laboratories are identified with the concern of the lab in charges, HOD and inspection committee.
- ❖ After decision by the inspection committee members the scrap items are sent to the scrap yard.

Continuous Monitoring of Laboratories:

- ❖ The working conditions of the equipments are periodically checked.
- ❖ The students are given instructions in handling the equipments before doing experiments.
- ❖ Laboratory manual is given to the students which include Do's and Don'ts of the laboratory, list of experiments and the procedure of doing the experiments.
- ❖ Stock register is maintained in laboratories and audits are conducted by stock verification committee to check the availability and working of the equipments.
- ❖ Suitable thickness of the wire based on current rating is used in the fuses to avoid the malfunctioning.
- ❖ UPS back up is provided for all system based laboratories
- ❖ Regular antivirus software updating for proper working of the systems



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Failure Repair Maintenance

- ❖ Minor repairs are carried out by the lab technicians.
- ❖ When there is a Major repair, service report is obtained from industry person.
- ❖ Approval for Service of equipments is obtained from HOD, Principal, and fault is rectified.
- ❖ Service register is maintained in each laboratory.

Infrastructure - Class rooms / Laboratories / Internet facilities - The Class committee meetings held 3 times a semester, students provide feedback on any issues related to classrooms, laboratory equipment, maintenance, transport etc. which is passed on to the authorities concerned and rectified.

Library- Library committee meetings are held once in a semester where faculty and students provide feedback on the adequacy of titles and volumes of books and e-learning facilities. Appropriate corrective actions are taken to rectify deficiencies whenever pointed out.

Housekeeping- Students and faculty provide feedback on various aspects of housekeeping at class committee meetings and other occasions like department meetings, HOD meetings which are passed on to the maintenance department and problems are sorted out.

Sports:

- ❖ Damaged sports equipments are replaced by new one as per the requirement
- ❖ The maintenance of the gym equipments are frequently done by vendors
- ❖ The maintenance of the college ground is done frequently by estate office whenever necessary

Garden- The VMTW garden is maintained by the permanent gardener of the college and for cleaning play-ground, backside of class rooms and labs, clearing of weed/grass etc., at least thrice a year private labours are hired College campus maintenance is monitored through regular inspection. Outsourcing is done for the maintenance of wooden furniture, electrification and plumbing.



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