



# **NPR College of Engineering & Technology**

NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

An ISO 9001:2015 Certified Institution.

Phone No: 04544- 246 500, 246501, 246502.

Website : [www.nprcolleges.org](http://www.nprcolleges.org), [www.nprcet.org](http://www.nprcet.org), Email [nprcetprincipal@nprcolleges.org](mailto:nprcetprincipal@nprcolleges.org)



## **CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES**

### **KEY INDICATOR 4.4 - MAINTENANCE OF CAMPUS INFRASTRUCTURE**

**Metric No 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.**

<b>S.No.</b>	<b>Content</b>	<b>Page. No.</b>
1.	Maintenance policy	2
2.	Housekeeping maintenance report	8
3.	Service request form	10
4.	Laboratory maintenance report	11



**PRINCIPAL**

**Dr. J.SUNDARARAJAN,**

B.E., M.Tech., Ph.D.,

Principal

**N.P.R. College of Engineering & Technology**

**Natham, Dindigul (Dt) - 624 401.**



## MAINTENANCE POLICY

### 1. INTRODUCTION

NPR College of Engineering & Technology owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has a structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities.

The physical facilities are maintained by the Maintenance Team, which comprises skilled faculty for supervision and Lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc.

The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers.

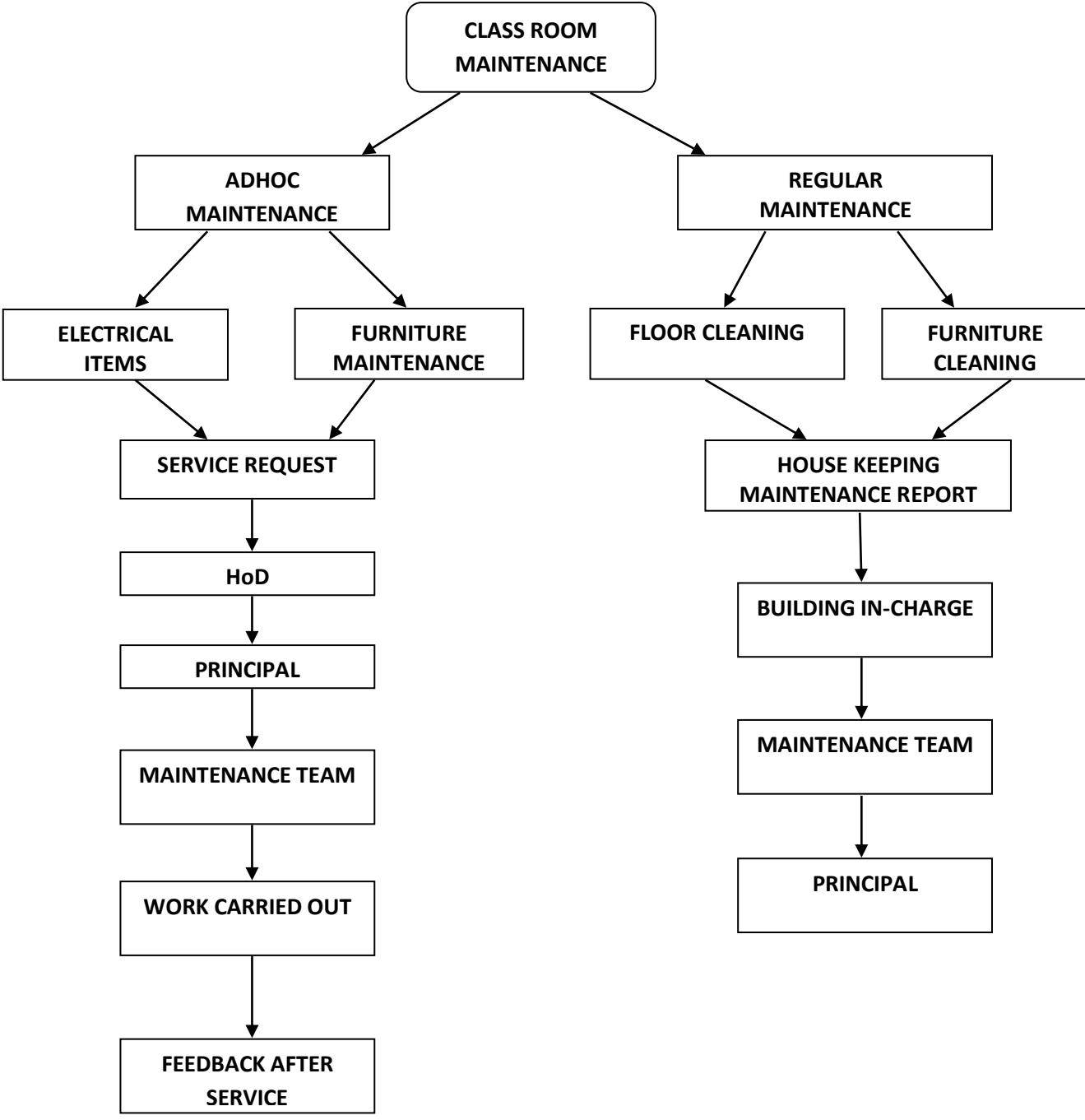
If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the Principal with the recommendations of the respective HoD.

The Maintenance Team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the in-house team and available during day time in all working days.

Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filing and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages.

**2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES**

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charges and lab assistants take care of their respective laboratories.



**FLOW CHART FOR CLASS ROOM MAINTENANCE**

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### 3. MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air- conditioners, etc. such materials should be kept in a dust-free, temperature and humidity controlled room.
- Proper pest management is done to minimize the problems caused by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

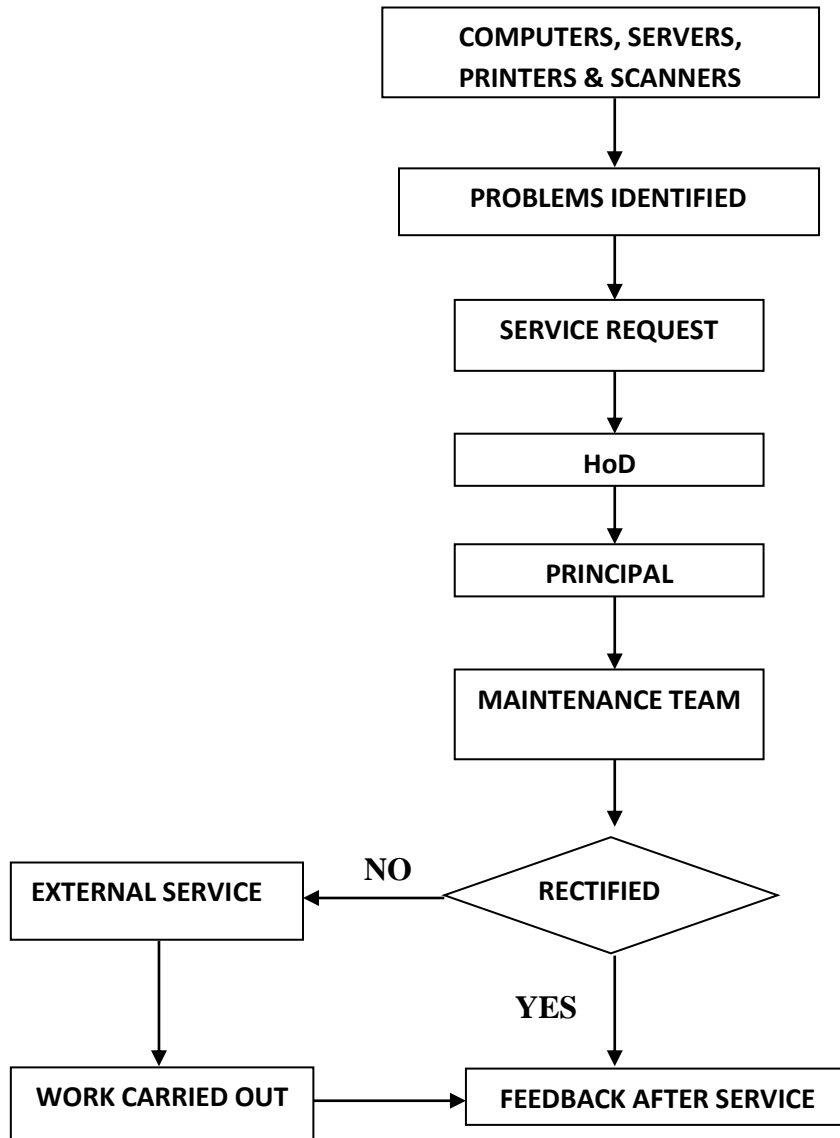
### 4. MAINTENANCE OF COMPUTER FACILITIES

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department of the college.



# NPR College of Engineering & Technology

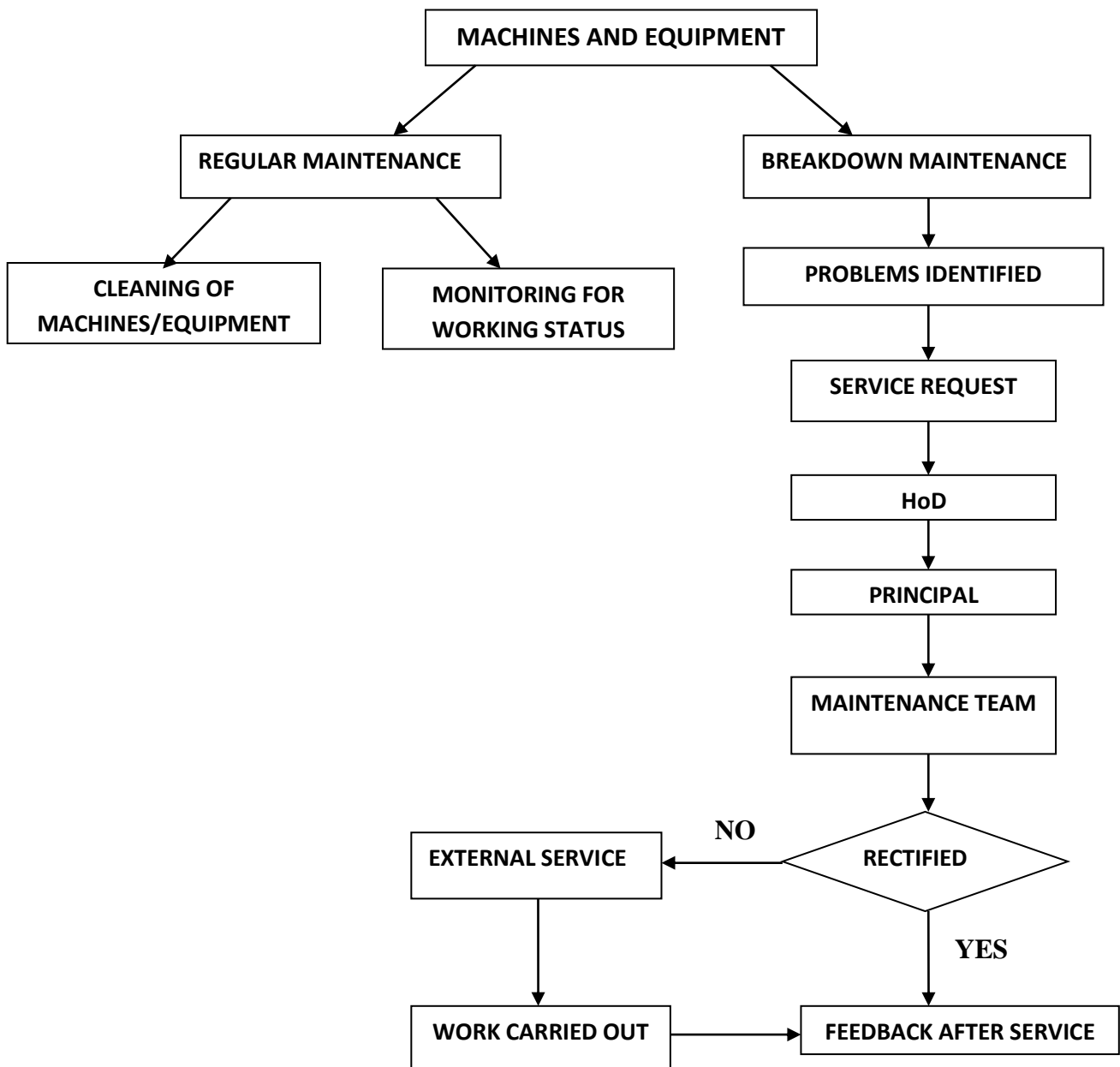
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**FLOW CHART FOR COMPUTER MAINTENANCE**

## 5. MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HoDs time to time enhancing their technical skills.



**FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE**

	<p style="text-align: center;"><b>NPR College of Engineering &amp; Technology</b>          NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.          Approved by AICTE, New Delhi &amp; Affiliated to Anna University, Chennai.          An ISO 9001:2015 Certified Institution.          Phone No: 04544- 246 500, 246501, 246502.          Website : <a href="http://www.nprcolleges.org">www.nprcolleges.org</a>, <a href="http://www.nprcet.org">www.nprcet.org</a>, Email:<a href="mailto:nprcetprincipal@nprcolleges.org">nprcetprincipal@nprcolleges.org</a></p>	
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## 6. MAINTENANCE OF OTHER AMENITIES

RO consumables, membranes, filter and chemical which are to be replaced /recharged is covered within the annual maintenance contract made with the company. Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians.

Regular maintenance of water coolers and air conditioners are done by the in house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month.

Fire-extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

## 7. ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

## 8. DAY TO DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.



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## HOUSEKEEPING MAINTENANCE REPORT

**NPR College of Engineering & Technology**  
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### House Keeping Maintenance Register

S.No	Date	Main Block				MB In charge Sign	Rear Block				RB In charge Sign
		Ground Floor	I Floor	II Floor	III Floor		Ground Floor	I Floor	II Floor	III Floor	
1.	1.01.2020	HOLIDAY									
2.	2.01.2020										
3.	3.01.2020										
4.	4.01.2020										
5.	5.01.2020	HOLIDAY									
6.	6.01.2020										
7.	7.01.2020										
8.	8.01.2020										
9.	9.01.2020										
10.	10.01.2020										
11.	11.01.2020										
12.	12.01.2020	PONGAL HOLIDAYS									
13.	13.01.2020	" " HOLIDAY									
14.	14.01.2020	" " HOLIDAY									
15.	15.01.2020	" " HOLIDAY									
16.	16.01.2020	" " HOLIDAY									
17.	17.01.2020	" " HOLIDAY									





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S.No	Date	Main Block				MB In charge Sign	Rear Block				RB In charge Sign
		Ground Floor	I Floor	II. Floor	III Floor		Ground Floor	I Floor	II Floor	III Floor	
18.	18.01.2020	---	PONGAL			HOLIDAY					---
19.	19.01.2020	---	"	"	HOLIDAY					---	
20.	20.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
21.	21.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
22.	22.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
23.	23.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
24.	24.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
25.	25.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
26.	26.01.2020	HOLIDAY									
27.	27.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
28.	28.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
29.	29.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
30.	30.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
31.	31.01.2020	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	N.ate	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	



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 <p><b>NPR</b> Group of Institutions Reach the Star</p>	<h1>NPR College of Engineering &amp; Technology</h1> <p>NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.          Approved by AICTE, New Delhi &amp; Affiliated to Anna University, Chennai.          An ISO 9001:2015 Certified Institution.          Phone No: 04544- 246 500, 246501, 246502.          Website : www.nprcolleges.org, www.nprcet.org, Email:nprcetprincipal@nprcolleges.org</p>	
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## SERVICE REQUEST FORM

	<h3>NPR College of Engineering &amp; Technology</h3> <p>NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.          Approved by AICTE, New Delhi &amp; Affiliated to Anna University, Chennai.          An ISO 9001:2015 Certified Institution.          Phone No: 04544- 246 500, 246501, 246502.          Website : www.nprcolleges.org, www.nprcet.org, Email:nprcetprincipal@nprcolleges.org</p>	
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### SERVICE REQUIREMENT FORM

Ref.No.: NPRCET/STH/MW/2020/Feb/001      Date: 20/2/20

Name of the Staff : Mrs K.Kavitha .  
 Designation / Department : AP/ English  
 Work place : Girls Restroom .  
 Name of the Equipment / work : Pipe  
 Problem Identified / Nature of work : Pipe repair .  
 Whom to Attend : Plumber .  
 Requested time of completion : 2 days .  
 Suggestions / Recommendations (if any): -  
 Signature of the Staff : *Kavitha*  
 Signature of the HoD : T.R. *[Signature]* 20/2/20

Recommended by  
**Dr. J.SUNDARARAJAN,**  
 B.E., M.Tech., Ph.D.,  
 Principal  
 N.P.R. College of Engineering & Technology  
 Natham, Dindigul (Dt) - 624 401.

### FEEDBACK AFTER SERVICE

Attended by : *[Signature]* (Sudhasanm, LA/Civ)  
 Working status : Pipe Damage .  
 Remarks : Pipe Repaired (22.2.2020)  
 Verified by : K.Sriniv (K.Shanthakumar, AP/civil)

Signature of the Principal  
**Dr. J.SUNDARARAJAN,**  
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 Principal  
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## LABORATORY MAINTENANCE REPORT



**N.P.R. COLLEGE OF ENGINEERING & TECHNOLOGY**  
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### PREVENTIVE MAINTENANCE SCHEDULE - MONTHLY

Month : APR 2018

M/C Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
NPRCET/CIVIL ENL																																
WT 006			W								W						W									W						
PT001			W								W						W									W						
CM003			W								W						W									W						
CCM003			W								W						W									W						
CYM 003			W								W						W									W						
PM003			W								W						W									W						
BC001			W								W						W									W						
ES001			W								W						W									W						
AIM001			W								W						W									W						
BAPA 001			W								W						W									W						
BP001			W								W						W									W						
RBA 001			W								W						W									W						
BV001			W								W						W									W						
HA 0001			W								W						W									W						
CE001			W								W						W									W						
SG 003			W								W						W									W						
WB001			W								W						W									W						
CBM003			W								W						W									W						
CMX001			W								W						W									W						
MM 001			W								W						W									W						
VT001			W								W						W									W						
T&P001			W								W						W									W						
VBC001			W								W						W									W						
CYMB 003			W								W						W									W						
SCA003			W								W						W									W						
FT001			W								W						W									W						
DT001			W								W						W									W						
FPA001			W								W						W									W						
TG001			W								W						W									W						
LATM001			W								W						W									W						

Weekly     
  B Bi - Weekly     
  M Monthly

Note : Encircle the letter for completion

## Lab Monthly maintenance report



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### PREVENTIVE MAINTENANCE SCHEDULE - YEARLY

Year : 2019

172

Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
NPRCET/CIVIL/CHL												
WT006												
PT001								Y				
CM003								Y				
CCM003								Y				
CYM003								Y				
PM003								Y				
BS001								Y				
CS001								Y				
AIM001								Y				
BAPA001								Y				
RBA001								Y				
BV001								Y				
HA001								Y				
CE001								Y				
SG003								Y				
WB001								Y				
CBM003								Y				
CMX001								Y				
MTM001								Y				
VT001								Y				
TSP001								Y				
VB001								Y				
CYMB003								Y				
SCA003								Y				
FT001								Y				
DT001								Y				
FPA001								Y				
TG001								Y				
LA TM001								Y				

Q	Quarterly	H	Half Yearly	Y	Yearly
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### Lab yearly maintenance report




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## LABORATORY MAINTENANCE REPORT

DEPARTMENT: MECHANICAL

ACADEMIC YEAR 2019 - 2020

S.No	Date	Name of the Laboratory	Equipment details	Internal/ External	Bill No.	Amount	Lab In-charge sign	HOD sign	Principal sign	Remarks
1.	13.6.2019	M.T. Lab - I	Fan	Internal	-	-	[Signature]	[Signature]	[Signature]	
2.	23.6.2019	M.T. Lab - I	Gas welding machine	External	-	9,800	[Signature]	[Signature]	[Signature]	
3.	23.6.2019	M.T. Lab - I	Gas welding machine	External	-	9,700	[Signature]	[Signature]	[Signature]	
4.	27.8.2019	Thermal Lab	PIPE	INTERNAL	-	-	[Signature]	[Signature]	[Signature]	
5.	30.08.2019	Thermal Lab	EB Supply	INTERNAL	-	-	[Signature]	[Signature]	[Signature]	
6.	22.01.20	CAD/CAM Lab	Not functioning	Internal	-	-	[Signature]	[Signature]	[Signature]	

### Lab yearly service maintenance report




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S.No	Date	Name of the Laboratory	Equipment details	Internal / External	Bill No.	Amount	Lab In-charge sign	HOD sign	Principal sign	Remarks
7	3/5/20	CAD/CAM	Pieces Supply	Internal	-	-	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	



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## Lab yearly service maintenance report