



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)

Vidyut Nagar, Kakinada-533003 (A.P.)

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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.**

Ideal Institute of Technology has well-defined policies for resource management across its facilities, including classrooms, labs, seminar halls, workshops, libraries, and sports areas. Skilled personnel handle IT infrastructure, while general maintenance is overseen by an establishment officer and specialized staff for areas like civil, electrical, and horticultural needs. Regular inspections ensure cleanliness and maintenance in classrooms, labs, and common areas.

The computer center, led by a faculty coordinator and supported by staff, manages computer maintenance, including hardware upgrades, software installations, and Wi-Fi upkeep. Maintenance reports are regularly compiled to address issues promptly.

The library, a central knowledge hub, undergoes continuous updates in books, journals, and digital resources, with a dedicated library hour in the timetable to encourage usage. Each department has its own library managed by office assistants and faculty.

Laboratories are carefully maintained, with equipment calibration by professional engineers and extra lab sessions to enhance practical skills. Sports facilities, including a spacious ground, are provided to foster student health and fitness, managed by the physical director. Canteen upkeep includes hygienic practices, composting waste, and regular cleaning, ensuring a safe environment for all.



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## Institutional Facilities Maintenance

The institution employs dedicated staff for maintaining facilities, including buildings, transport, electrical systems, housekeeping, and gardens. Routine cleaning of college floors, classrooms, laboratories, equipment, and restrooms is conducted by the housekeeping team under a designated floor supervisor. Each year, a stock verification and maintenance report is prepared by the lab in-charges for all equipment and submitted to the Principal through the respective department heads (HODs) for review and necessary actions.

## Mechanical Maintenance

The institution follows a standardized procedure for servicing and maintaining equipment as outlined below:

- **During Warranty Period:** The supplier is notified for servicing, either in-house or at the supplier's premises, depending on the defect.
- **Post-Warranty Service:** Technical staff in the relevant laboratories attempt repairs. If additional expertise is required, external repair services may be engaged.
- **Immediate Repairs:** Repairs are conducted without delay if no parts need purchasing.
- **Procurement for Repairs:** If parts are required, a purchase proposal is sent through the concerned HOD to the purchase in-charge.
- **Completion and Billing:** Once repairs are completed, the maintenance cost bill is submitted to the accounts department through proper channels.

## Laboratory Maintenance

For seamless laboratory operations, equipment is regularly maintained as follows:

- **During Warranty:** The supplier is contacted for repairs, which may be done on-site or externally, depending on the issue.
- **Post-Warranty Service:** Laboratory technicians conduct repairs. If external repair is needed, the appropriate personnel are engaged.
- **Immediate Repairs:** Quick repairs are made if no parts are required.
- **Parts Procurement:** If parts are necessary, a request is submitted through the HOD to the purchase in-charge, and after procurement, repairs are completed.
- **Billing:** The maintenance bill is routed to the accounts department for processing.

## Civil Maintenance

Civil maintenance ensures uninterrupted services and the smooth functioning of the institution. This includes:

- **Campus Cleanliness:** Maintaining sanitation across the premises.
- **Repairs:** Addressing frequent issues like broken windows, plumbing, tiles, furniture, and classroom components.



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- **Infrastructure:** Maintaining internal roads and water supply systems, including tanks.

## Action Steps for Civil Repairs:

- Submit a repair request through the HOD and Principal.
- Resolve issues based on stock availability; otherwise, secure Principal approval for required purchases.
- Larger projects require vendor quotations, comparative statements, and purchase orders before execution.

## Central Library Management

### Book Procurement and Stocking:

- Faculty suggests books, and the list is forwarded to the Principal for approval.
- Upon approval, the librarian receives the books, conducts inspection (title, author, quantity), and records them in the Accession Register (AR).
- Each book's due date slip and identification number are affixed to the internal title page. One copy of each title is designated as a reference copy.

## Computer, Network, Projector, UPS, and WiFi Maintenance

### Repair and Service Protocol:

- Service requests are submitted through the Academic Management System.
- The in-charge assigns personnel for the repair.
- Request status updates are available within the system.

## Sports Facilities

### Management and Maintenance:

- The sports committee meets regularly to plan the budget, order equipment, and organize inter-collegiate tournaments with purchase committee approval.
- Sports items are issued to students and records are kept in an issue/return register.
- Maintenance of gym equipment, courts (e.g., cricket, tennis, volleyball), and the grounds is conducted by the staff, ensuring availability and regular updates to the facilities.



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## RO- PLANT MAINTENANCE WORK



CLASS ROOM FLOOR REPAIR WORK





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## DOORS REPAIR AND REPLACEMENT WORK



## WASHROOMS WATERPROOFING WORK





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WASTE WATER PIPELINE MAINTENANCE & REPAIR WORK





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## GRASS CUTTING WORK



## GROUND LEVELLING WORKS

