



# SIDDHARTHA

College Code -TP

## INSTITUTE OF ENGINEERING & TECHNOLOGY

(Accredited by NBA, Approved by AICTE & Affiliated to JNTUH)

Vinobha Nagar, Ibrahimpatnam, Ranga Reddy Dist - 501 506, Telangana, INDIA.

Ph: 08414-222299, 222599, Fax: 08414-222399

E-mail: info@siddhartha.ac.in; www.siddhartha.ac.in



### 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.

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Principal

PRINCIPAL

SIDDHARTHA

Institute of Engineering & Technology,  
Vinobha Nagar, Ibrahimpatnam (M),  
Ranga Reddy District-501 506.



## MAINTENANCE POLICY

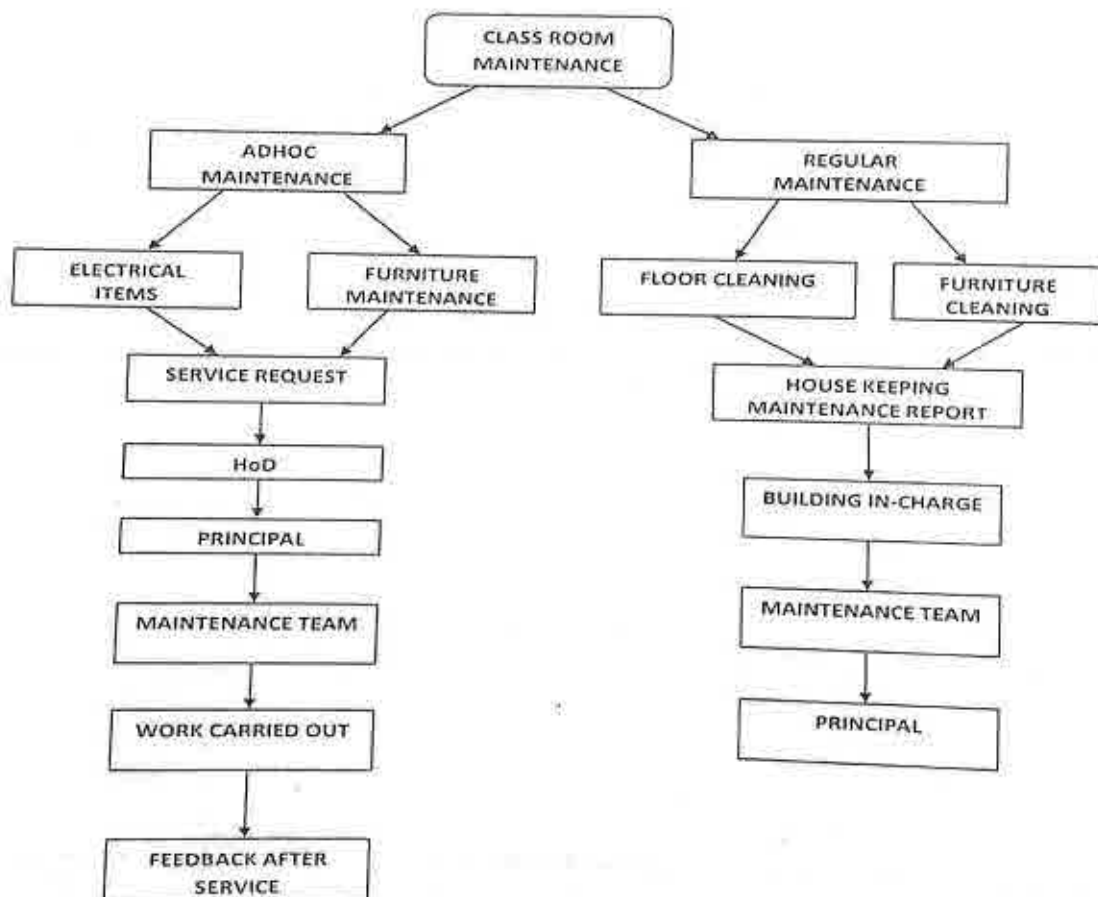
### 1. INTRODUCTION

Siddhartha institute of Engineering & Technology owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has 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 then-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

## 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

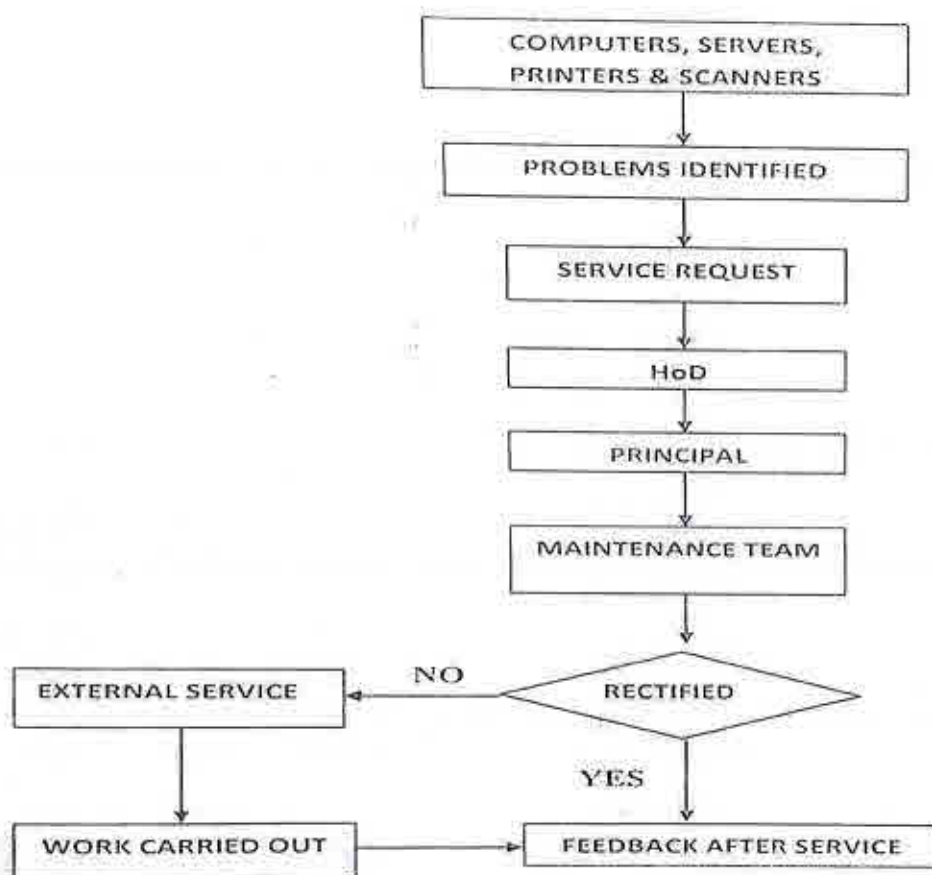


process weakens the binding. Shelves should not be fully packed. A too-full shelf can crack spines and cause Damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents 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. Repellents are used to save materials from Rats.

#### 4. MAINTENANCE OF COMPUTING 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

  
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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.

*Principals*  
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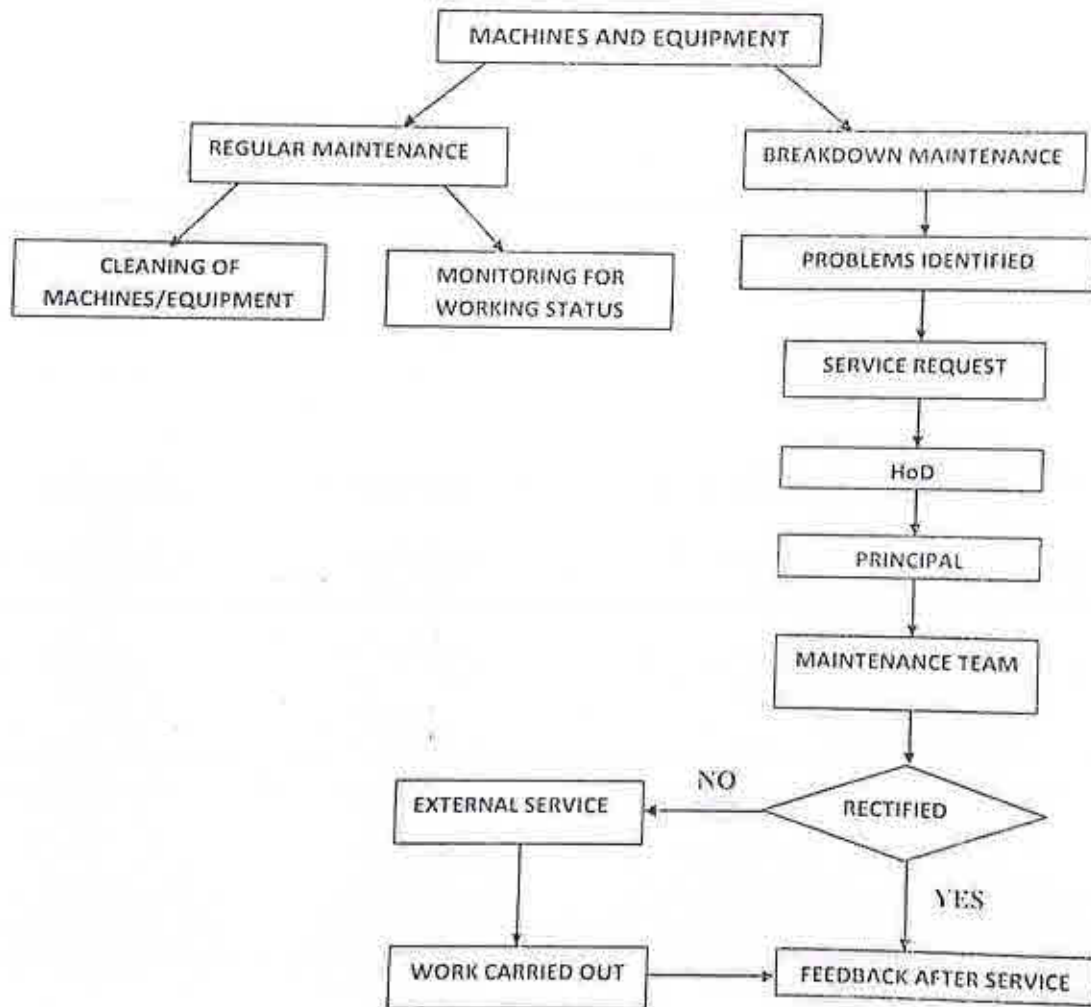
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FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE

*(Signature)*  
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**SIDDHARTHA**  
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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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## Computer Maintenance Agreement

Date: 05.06.2020

This agreement is hereby entered into on 05.06.2020, by **SIDDHARTHA INSTITUTE OF ENGINEERING & TECHNOLOGY, IBRAHIMPATNAM, R.R DIST, TS.** And **SM ENTERPRISES, Vijayapuri, Tarnaka, Secunderabad-17,** for the purpose of confirming a mutual agreement regarding the terms and conditions of computer maintenance services to be performed during a 24 month period, with the option to renew.

CLIENT NAME	CONSULTANT NAME
<b>SIDDHARTHA INSTITUTE OF ENGINEERING &amp; TECHNOLOGY</b> Address: IBRAHIMPATNAM, R.R DIST, TS.	<b>SM ENTERPRISES</b> Address: Vijayapuri, Tarnaka, Secunderabad-17.

Both parties agree to the following terms:

### Services Performed

The consultant shall perform these services

1. Keep existing computer systems in good repair
2. Upgrade servers when requested by the client
3. Set up and maintain printing equipment
4. Provide client with recommendations for hardware and software
5. Install, uninstall, configure or remove hardware and software as requested by client
6. Install and maintain protective measures against viruses
7. Install and maintain server backup systems
8. Check proper placement and workings of firewalls and routers frequently
9. Install and maintain network cables
10. Offer limited software training to employees

### Payment

The payment will be done promptly as and when the need arises depending upon the compilation of the work in the stipulated time period.

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### Expenses

The consultant shall be reimbursed by the client for expenses related to the service, including:

1. Travel beyond normal commuting
2. Telephone and fax charges
3. Postage and delivery
4. Printing and reproduction expenses
5. Any other expenses must be approved by the client.

### Termination

1. Each party reserves the right to terminate this agreement provided a written 30 days' notice of termination is submitted to the other party.
2. The consultant shall receive payment for all services performed prior to termination.

### Liability

1. Neither the client nor consultant shall be liable in the event of profit loss or damages incurred by either party.

The undersigned agree to these terms:

#### Siddhartha Institute of Engineering & Technology

Name of Signatory: D. PRADEEP KUMAR

Signature: *D. Pradeep Kumar*

Date: 05/06/2020



#### SM ENTERPRISES

Name of Signatory: Mr. P. Praveen Kumar

Signature: *P. Praveen*

Date: 05.06.2020



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Ranga Reddy District-501 506.

S No	Date	Main Block				B Block			F Block		Ground	Signature
		G Floor	I Floor	II floor	III floor	I Floor	II floor	I Floor	II floor			
1	01-01-2022	→	→	H O L I D A Y								→
2	02-01-2022	→	→	S U N D A Y								→
3	03-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
4	04-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
5	05-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
6	06-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
7	07-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
8	08-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
9	09-01-2022	→	→	S U N D A Y								→
10	10-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
11	11-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
12	12-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
13	13-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
14	14-01-2022	→	→	S A N K R A N T H I								→
15	15-01-2022	→	→	S A N K R A N T H I								→
16	16-01-2022	→	→	S U N D A Y								→
17	17-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
18	18-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ
19	19-01-2022	పండుగ	పండుగ	Y.255555 CH.6870	కె.కె.శర్మ	M. Balaram	CH.6870	CH.6870	ఉప్ప	ఉప్ప	ఉప్ప	S.C.శర్మ

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Principal  
 P. K. S. Reddy  
 Institute of Technology  
 Hyderabad  
 501505

S No	Date	Main Block				B Block			F Block		Ground	Signature
		G Floor	I Floor	II floor	III floor	I Floor	II floor	I Floor	II floor			
20	20-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
21	21-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
22	22-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
23	23-01-2022	→	→	S	U	N	D	A	Y	→	→	→
24	24-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
25	25-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
26	26-01-2022	→	→	R	→	→	→	→	→	→	→	→
27	27-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
28	28-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
29	29-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva
30	30-01-2022	→	→	S	U	N	D	A	Y	→	→	→
31	31-01-2022	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	అవుట్	S.C. Siva

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### SERVICE REQUIREMENT FORM

Ref No:

Date: 25-03-2021

Name of the staff : K. Rajesh Kumar  
Designation /Department : Asst Prof/EEE  
Work place : Measurements & Instruments Lab  
Name of the equipment /work : Servicing  
Problem identified /nature of work : not showing proper values,  
Whom to Attend : Lab Asst.  
Requested time of completion : one day  
Suggestions /Recommendation (if any) : Boiling the Transformer oil,  
Signature of the staff : K. Rajesh Kumar  
Signature of the HOD :  
Recommended by

### FEEDBACK AFTER SERVICE

Attended by : G. Sathyanarayana  
Working status : Completed  
Remarks :  
Verified by :  
Signature of the principal

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### SERVICE REQUIREMENT FORM


Ref No :

Date: 1-9-2020

Name of the staff : B. Vasavi  
Designation /Department : Associate professor  
Work place : Machine learning lab  
Name of the equipment /work : computer hardware issue  
Problem identified /nature of work : Monitor issue for two systems  
Whom to Attend : system admin  
Requested time of completion : 2 days  
Suggestions /Recommendation (if any) :  
Signature of the staff :   
Signature of the HOD : 

Recommended by

### FEEDBACK AFTER SERVICE

Attended by : P. Bhanu Prasad  
Working status : Fine  
Remarks : Timely the problem has addressed.  
Verified by : 

Signature of the principal

  
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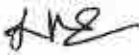

Vinobha Nagar, Ibrahimpatnam, Ranga Reddy Dist - 501 506, Telangana, INDIA.

E-mail : info@siddhartha.ac.in; www.siddhartha.ac.in

### SERVICE REQUIREMENT FORM

Ref No:

Date: 26/7/2018

Name of the staff : T. Nagaraju  
Designation /Department : Asst. prof  
Work place : MWF Lab  
Name of the equipment /work : Klystron mount  
Problem identified /nature of work : Not working  
Whom to Attend : Lab Asst. & Lab Incharge  
Requested time of completion : within One week  
Suggestions /Recommendation (if any) :  
Signature of the staff :   
Signature of the HOD :  
Recommended by : 

### FEEDBACK AFTER SERVICE

Attended by : physitech electronics  
Working status : Completed  
Remarks :  
Verified by :

  
Signature of the principal  
**Principal**  
**SIDDHARTHA**  
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### SERVICE REQUIREMENT FORM

Ref No:

Date: 26/7/2018

Name of the staff : R. Vyshnavi  
Designation /Department : Asst. prof  
Work place : DSD lab  
Name of the equipment /work : Logic gates  
Problem identified /nature of work : not working  
Whom to Attend : Lab Asst. & Lab Incharge  
Requested time of completion : with in one week  
Suggestions /Recommendation (if any) :  
Signature of the staff : *Ryshnavi*  
Signature of the HOD :  
Recommended by : *[Signature]*

### FEEDBACK AFTER SERVICE

Attended by : physitech electronics  
Working status : Completed.  
Remarks :  
Verified by :

*[Signature]*  
PRINCIPAL  
SIDDHARTHA  
Institute of Engineering & Technolo,  
Vinobha Nagar(V), Ibrahimpatnam(M),  
Ranga Reddy District-501 506.

*[Signature]*  
Signature of the principal  
Principal  
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