



**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institution is having well established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. The institution has an Administrative Officer for overseeing the maintenance of buildings, classrooms and laboratories. He works in with a group of dedicated maintenance and support staff to ensure that the buildings, equipments, and all other infrastructural facilities of the institute are continually kept in good condition. It is his responsibility to ensure the cleanliness of the facilities and the surroundings. The Administrative Officer also coordinates with the Institution's efforts for disaster preparedness (like fire, storm, earthquake, etc). He is responsible for conducting mock drills with staff and students for disaster preparedness. Apart from the indoor facilities, he also looks after the maintenance of outdoor areas, such as playground, parking areas, lawns, gardens etc. Infrastructure related problems are attended promptly by the maintenance staff under the supervision of the Administrative Officer. As a policy, faculty members, staff, lab assistants, drivers and other service personnel are given responsibility to maintain the equipments under their supervision and report to the Administrative Officer, if additional maintenance assistance is required for those equipments. To improve the physical ambience of the campus, several initiatives are taken from time to time.

**Some of these are:**

- Periodic painting and white washing of building and labs
- Groundmen for maintaining grounds, lawns and upkeep of plants
- Tree plantation drives every semester
- Adequate Housekeeping staff for general cleaning
- Adequate Housekeeping staff for Rest rooms
- Dustbins at proper places
- For maintenance of equipments, computers, lab equipments etc., the institute has AMC with relevant agency.
- Maintenance of A.C. plant is outsourced



**SANSKRUTI COLLEGE OF ENGINEERING & TECHNOLOGY**  
(Approved by AICTE, New Delhi & Affiliated to JNTUH.)  
**Kondapur(V), Ghatkesar(M), Medchal(Dist)**



- Cleanliness daily maintenance of the interior facility (classrooms, laboratories, hallway, and staircase) is done by Class IV employees of the Institute under the supervision of the Administrative Officer and surprise check is done periodically.
- Cleanliness of toilet blocks and wash room have been done by the in-house employees
- Maintenance of CCTV is done by the in-house employee and is maintained in coordination through technical person of system administrator.
- ICT infrastructure is maintained by computer centre personnel.
- Other maintenance related issues are attended by carpenter and electrician of the institute.
- Water tank cleaning is done quarterly
- Carpentry, plumbing and clerical maintenance is done by the in-house carpenter, plumber and electrician respectively.
- Stock verification of Library, Laboratories are done for every six months.
- Sport equipments maintenance and stock are verified for every six months.