



HKBKCE Infrastructure Maintenance Policies

INTRODUCTION

The college has established system for maintenance and utilization of computers, classrooms, sports, gym, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

PURPOSE OF THE POLICY

- The physical and academic facilities are implemented with policies to optimize the use of resources based on needs of education, research and administration.
- The coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gym, library and classrooms inside the campus.

MAINTENANCE OF PHYSICAL FACILITIES

The physical facilities are maintained by the Maintenance department, which comprises of professional electricians, plumbers, carpenter and support staff in the campus. Electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, lifts etc. Maintenance of water, plumbing plants, sewage and drainage is undertaken by plumber and support staff.

The care taker and supervisors with a team of members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and student's amenity areas, and also cafeteria. Housekeeping services are made available during day time.

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

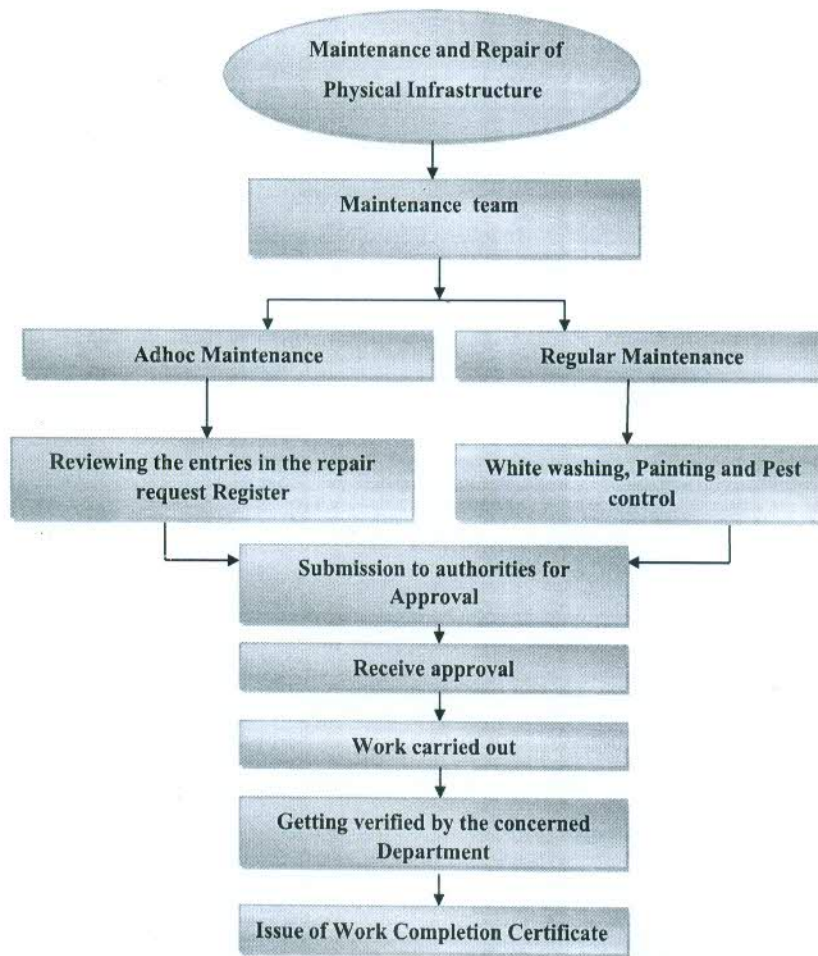
Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the



laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

MAINTENANCE AND UTILISATION OF SEMINAR HALLS

Seminar halls are under the purview of respective departments owners and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and culturalevents is made. For accessing the facilities, the organizing faculty/staff member submits a form available with principal office, through HOD and principal, the date of event is registered and the halls are accessed on priority basis.



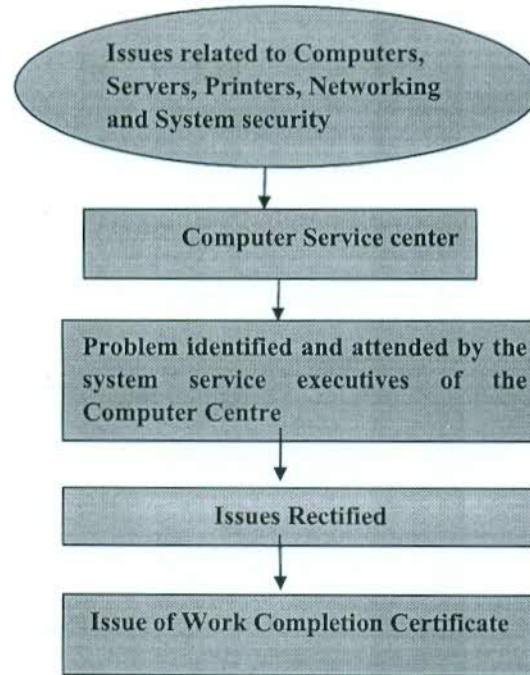
MAINTENANCE AND UTILISATION OF SEMINAR HALLS


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MAINTENANCE OF FACILITIES IN COMPUTER CENTRE

In Campus, the Computer Centre co ordinator and their support staff maintain the facilities including computers and servers. The annual maintenance includes the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by centre.



Maintenance of Computer and Accessories

MAINTENANCE OF SPORTS AND GAMES FACILITY

The sports equipments in Campus are supervised and maintained by the Physical Director and supporting staff of Physical Education Department respectively. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipment's.



MAINTENANCE OF CAMPUS CLEANLINESS

Cleaning of the campus areas in both campuses including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the housekeeping team. Toilets are cleaned every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the care taker and coordinator of maintenance cell.

MAINTENANCE OF OTHER AMENITIES

College Rain water harvesting pits are maintained by the maintenance staff. The maintenance of equipment for water pumping plants, sewage, lift are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments. Amenities like canteen and juice shop, stationery, are there in the campus.

Green environmental aspects like Garden, rainwater harvesting systems, are maintained by the gardeners every day and frequently by the National Service Scheme (NSS) volunteers as a service activity.

The campuses are under surveillance and the facility is taken care of by the computer through annual contract with the service providers.

ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, stationery facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

REPLACEMENT OF EQUIPMENT/ ELECTRONICS /COMPUTERS

The maintenance comprises actions that are carried out to replace worn out assets. To avoid e – waste the outdated electronics /computers are put on buy back as per norms and new items are procured.



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 etc., 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 Maintenance team members.

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