

# Maintenance Policy



Lakireddy Bali Reddy College of Engineering  
(Autonomous)  
Mylavaram – 521230

## 1. Policy Statement

LBRCE is committed to ensuring systematic maintenance, safety, and optimal functioning of its physical, academic, and IT infrastructure. The institution adopts a structured approach to maintain all facilities with minimum disruption, maximum efficiency, and long-term sustainability, ensuring a conducive environment for teaching, learning, and research.

## 2. Objectives

The objectives of this policy are to:

- Ensure proper maintenance of laboratories, equipment, and amenities
- Maintain library resources (print and digital)
- Ensure effective functioning of ICT-enabled classrooms and facilities
- Maintain buildings and infrastructure with minimal disruption
- Ensure network systems, CCTV, and IT infrastructure reliability
- Promote safety, hygiene, and sustainability

## 3. Scope

This policy applies to:

- Academic infrastructure (laboratories, classrooms, library)
- IT and ICT facilities
- Physical infrastructure (buildings, roads, utilities)
- Electrical and mechanical systems
- Sports, transport, and support facilities
- Campus environment and housekeeping

## 4. Governance and Administration

- **Maintenance Supervisor:** Appointed by the Principal to oversee maintenance activities
- **Systems Maintenance Head:** Professor in charge of SMD and computing facilities
- **Department Heads (HoDs):** Responsible for departmental maintenance
- **Maintenance Committee:** Reviews and monitors maintenance activities

## **5. Maintenance Procedure**

- Issues reported via letter/email to Maintenance Supervisor
- Supervisor assigns technician/skilled personnel
- Minor repairs handled in-house
- Material requisition through central store
- Major procurements through Purchase Committee approval
- Annual Stock Verification conducted for all assets
- AMC considered during procurement of equipment

## **6. Maintenance of Facilities**

### **6.1 Academic Facilities**

#### **a) Laboratories**

- Maintenance of:
  - ✓ Stock Registers
  - ✓ Log Books
  - ✓ Calibration Records
- Periodic calibration and safety checks
- Minor repairs: In-house technicians
- Major repairs: AMC/authorized vendors

#### **b) Classrooms**

- Faculty-in-charge monitors:
  - Furniture
  - Electrical fixtures
  - ICT facilities
- Issues resolved through HoD and maintenance system

#### **c) Library**

- Managed by Librarian and staff
- ERP-based library management system
- Periodic audits of books and resources
- Library Committee supervises maintenance
- Feedback-driven improvements

## **6.2 Computer and ICT Facilities**

- LAN, Wi-Fi, firewall, and internet maintained centrally
- Department-level technical support with escalation system
- Network monitored by Network Administrator
- Fiber optic maintenance via vendors
- Upgrades through purchase procedure
- Proper e-waste disposal

## **6.3 Infrastructure (Buildings and Campus)**

- Includes:
  - ✓ Civil repairs
  - ✓ Roads and plumbing
  - ✓ Painting and pest control
- Housekeeping and sanitation maintained
- Water tank cleaning and hygiene ensured
- Fire safety inspections conducted annually by authorities

## **6.4 Electrical Systems**

- **Monthly monitoring of:**
  - ✓ Solar systems
  - ✓ Generators
  - ✓ UPS and batteries
- AMC for major equipment
- Backup power ensured
- Maintenance of AC and refrigeration systems

## **6.5 Furniture Maintenance**

- Includes fabrication and repair of:
  - ✓ Desks, cabinets, doors, windows
- Managed through internal procedures

## **6.6 Sports and Games Facilities**

- Supervised by Physical Director
- Regular inspection of:
  - ✓ Equipment
  - ✓ Playfields
- Safety measures ensured
- Gym equipment servicing
- Professional training support

## **6.7 Other Facilities**

- **RO Plant:** 24×7 drinking water with quality testing
- **Transport:** Managed by Transport In-charge
- **Housekeeping:** Cleanliness of campus and facilities
- **Green Campus:** Maintained by gardeners
- **Security Systems:** CCTV under AMC
- **Canteen:** Managed under Food Committee
- **Bank Facility:** Maintained by respective bank

## **7. Safety, Sustainability and Compliance**

- Fire safety compliance with statutory inspections
- Hygienic and eco-friendly campus practices
- Proper e-waste disposal mechanisms
- Preventive maintenance practices followed

## **8. Monitoring and Review**

- Quarterly review by Maintenance Committee
- Feedback from students and faculty
- Corrective actions documented
- Reports submitted to IQAC

## 9. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Principal	Overall supervision
Maintenance Supervisor	Execution of maintenance activities
Systems Head	ICT and network maintenance
HoDs	Department-level maintenance
Maintenance Committee	Monitoring and review
IQAC	Policy review and quality assurance

## 10. Transparency and Accountability

- Proper documentation of maintenance activities
- Logbooks and stock registers maintained
- Audit and verification processes followed

The Institute shall continuously review and update the approved policy and is committed to its implementation.

### Policy History:

<b>Version</b>	<b>Approved by</b>	<b>Implementation and Monitoring by</b>
V2.0(Revised)	20 <sup>th</sup> Meeting of GB held on 31-01-2026	Vice Principal
V1.0(Original)	9 <sup>th</sup> meeting of GB held on 24-11-2018	