



# NARAYANA COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

e-mail: narayana\_nursing@yahoo.co.in || principal.ncn@narayanannursingcollege.com

website: <https://www.narayanannursingcollege.com>



## MAINTENANCE COMMITTEE

### DESCRIPTION:

The Maintenance Committee is responsible for overseeing the maintenance and improvement of physical facilities within the institution. This committee ensures that all infrastructures is safe, functional, and conducive to an effective learning environment. It reviews policies related to infrastructure upkeep and recommends enhancements as necessary.

### Members of the committee:

S.no.	Name of the faculty	Designation	Position
1	Dr. B. Vanaja kumari	Principal	Chairperson
2	Dr. V. Kumari	Vice- Principal	Convener
3.	Smitha P M	Dept of MHN	Member
4.	Mr. Syam	IT department, web design developer	Member
5.	Mr. Sathish Reddy	Civil Engineer	Member
6.	Mr. Prasad	Maintenance In charge	Member
7.	Mr. Suresh	Electrical Department head	Member

**Frequency:** Yearly twice/as need arises

### Objectives:

- To ensure that all facilities are well-maintained and safe for users.
- To assess and recommend necessary repairs or improvements to physical infrastructure.
- To develop a long-term plan for infrastructure enhancement.
- To address any infrastructure-related complaints from students and staff.
- To promote sustainable practices in the maintenance and development of facilities.

*Dr. B. Vanaja*  
Principal  
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- To facilitate effective communication regarding infrastructure needs between staff and administration.

## Plan of Action:

- Conduct regular assessments of physical infrastructure, including buildings and equipment.
- Create a prioritized list of maintenance and improvement projects based on assessments.
- Collaborate with relevant departments to ensure timely repairs and maintenance.
- Develop and maintain a budget for infrastructure maintenance and improvements.
- Promote awareness among users about the importance of infrastructure upkeep.
- Establish a feedback mechanism for students and staff to report infrastructure issues.

## Resolution:

The initiatives undertaken by the Infrastructure Maintenance Committee will ensure a well-maintained environment that enhances the learning experience, fosters a culture of responsibility, and supports the academic mission of the institution.

**IQAC Coordinator**

**IQAC COORDINATOR**

**NARAYANA COLLEGE OF NURSING**

**CHINTHAREDDYPALEM**

**NELLORE - 524 003,**

**Principal**

**NARAYANA COLLEGE OF NURSING**

**Chinthareddypalem,**

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## POLICY

FOR

## INFRASTRUCTURE MAINTENANCE

NARAYANA COLLEGE OF NURSING  
CHINTHAREDDY PALEM, NELLORE  
ANDHRAPRADESH, INDIA

HARDWORK DISCIPLINE SERVICE TRIUMPH

*Dr. Bahmy*  
Principal

NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003





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## MAINTENANCE POLICY

TITLE	MAINTENANCE POLICY		
POLICY NO	19	ISSUE NO	001
NO OF PAGES	7	DATE	31-12-2021
EFFECTIVE FROM	31-12-2024	NEXT REVISION	31-12-2024

HARDWORK DISCIPLINE SERVICE TRIUMPH

*Dr. B. Anny*  
Principal  
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**HARDWORK DISCIPLINE SERVICE TRIUMPH**

*Dr. B. D. Singh*  
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## INTRODUCTION

The college oversees the maintenance of buildings, classrooms, and laboratories. Constant maintenance work was taken up around the year to ensure the effective utilization of physical, academic, and support facilities. The management undertakes annual maintenance and periodical works on a regular as well as contract basis. Request Forms received for various works like civil, electrical, plumbing, cleaning, organizing, shifting, and other works are scrutinized by the principal and sent to the Assent Administrator to initiate the process. In the same way, Printing Request Forms are used to seek requests for printing books, answer sheets, calendars, certificates, invitations, question papers, task sheets, and vouchers. Periodic painting and whitewashing of buildings and labs enhance the physical ambiance of the college infrastructure. UPSC and water purifiers across the campus are under AMC (Annual Maintenance Charge). Solar panels are cleaned once a week on regular basis. Cleaning of water tanks, plumbing, woodwork, and civil works are undertaken periodically. Attending to leakages, meeting out water scarcity in the summer, maintaining drainage lines, the monitoring garbage disposal is the major challenges tackled effectively by the maintenance in charge of the campus. Sweeping of classrooms, staff rooms, staircases, corridors, seminar halls are done daily by the sweepers while toilets are cleaned twice a day. Separate dustbins for degradable and non-degradable wastes are significant clean campus initiatives. The whole campus is brought under surveillance by the installation of CCTV cameras at various vantage points for protection. The security guards work in shifts for ensuring security and safety.

## LAB MAINTENANCE

Regular maintenance and periodical inspections ensure safe electrical equipment in the laboratories. Laboratory Lab equipment is strictly inspected by lab assistants before the commencement of practical classes and examinations. Users register & logbooks are maintained and the Instruments are used within the proximity of teachers. Faculty and Staff in charge of the maintenance of every lab check if the equipment of the laboratory and department are well-maintained and well-protected.

## MAINTENANCE COMMITTEE

4

*Dr. B. Babu*  
Principal  
NARAYANA COLLEGE OF NURSING  
Chinthareddypalem,  
NELLORE - 524 003





The Maintenance Committee provides a forum for open discussion of matters relating to the services. Its membership is made up of the principal, representatives, faculty representatives.

#### The Maintenance Committee Members:

S.no.	Name of the faculty	Designation	Position
1	Dr. B. Vanaja kumari	Principal	Chairperson
2	Dr. V. Kumari	Vice- Principal	Convener
3.	Smitha P M	Dept of MHN	Member
4.	Mr. Syam	IT department, web design developer	Member
5.	Mr. Sathish Reddy	Civil Engineer	Member
6.	Mr. Prasad	Maintenance In charge	Member
7.	Mr. Suresh	Electrical Department head	Member

#### COMPUTER LAB

Equipment such as computers, printers, and projectors are constantly monitored by the lab technicians who take immediate steps to replace the non-working gadgets. Periodic updates and antivirus spyware scans are run regularly to protect the computer from malware.

**HARDWORK DISCIPLINE SERVICE TRIUMPH**

#### SPORTS EQUIPMENT MAINTENANCE

Under the Physical director's instructions, gym and game equipment are checked periodically for safety purposes. The playground is well-maintained by the workers. The old and obsolete sports equipment are replaced when required. Servicing gym equipment is done every quarter.

*Dr. B. Vanaja Kumari*  
Principal





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## LIBRARY MAINTENANCE

In the Library, worn out and damaged books and furniture are identified and replaced regularly based on the needs. Library facilities are open to the students from 8 Am to 10 Pm. Maintenance and utilization of library resources are done strictly following the library rules. The students can access the reference books in the reference section.

## INFRASTRUCTURE MAINTENANCE

The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities. The Manager, Financial Administrator, and Office superintendent monitor the quality of maintenance of infrastructure and equipment. The custodians of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy.

Laboratory Lab equipment is strictly inspected by lab assistants before the commencement of practical classes and examinations. Users register & logbooks are maintained and the Instruments are used within the proximity of teachers. Maintenance of funds procured from State/Central Governments and the UGC is utilized for the upkeep of specified items. The maintenance expenses that are not specified above are met by the Management. Electrically sensitive equipment is provided with necessary backup to ensure steady functioning and to safeguard against voltage fluctuations. The power requirements, including outdoor lighting during the night, are met through Power Plant installed in the College. Class Room The classrooms are well maintained. Most of the departments maintain department libraries with proper stock and issue registers. The Browsing Centre with ten computers in the Student Service Centre is accessible to students at any time in the library. Computers The College has a System Administrator to oversee the maintenance of the Computer Systems. The use of the Central Computer Lab is scheduled as per time-table. Any repair beyond the scope of the system administrator, external agencies are called for. Sports amenities All Sports amenities are under the in-charge of the Director of Physical Education. A sports room houses sports utilities. Time

*Dr. B. Chinnay*  
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is allotted to students for using Gymnasium. The maintenance of the Courts is done regularly. Common facilities like Ground, and Multipurpose Indoor sports facilities.

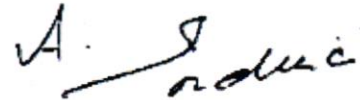
Lifts are maintained by and covered under AMC. Amenities such as Air conditioners, CCTV cameras, water purifiers, generators, UPSs, etc. are regularly checked and maintained. Qualified and competent system administrators take care of the maintenance of computers, computer labs, networks, and also the college website. The Annual maintenance contract with hardware suppliers for maintaining computers and accessories is operational. Software is licensed and regularly upgraded. A team comprising the Physical Education Director, Sports Secretary, and maintenance staff look after the sports facilities like the Indoor stadium, multi-gym, and the outdoor stadium. Regular watering and rolling of the grounds, weeding, and making the track are some of the tasks in the sports ground. The multi gym is maintained by a professional gym instructor. The library and its corridors are swept, mopped, and maintained dust free and clean by the housekeeping team and support staff. They also take care of dusting the books and furniture. A Library committee headed by the Librarian takes care of day-to-day maintenance of the library and its infrastructure. Maintaining the stock register and the details of available books and journals, sorting and arranging them in the respective racks, maintaining the issue register, etc are meticulously done to enable the students to use the library effectively



**PREPARED BY**



**VERIFIED BY**  
IQAC COORDINATOR  
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