

Maintenance Policy

The college ensures optimal allocation and utilization of the available financial resources for the maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of the students. The civil engineering department attached to NES headed by an honorary engineer takes care of the upkeep of the college. The management sets aside a certain amount of money from the General Budget for the purpose.

Laboratory:-

Record of maintenance account is maintained by the Lab In charge and supervised by HODs of the concerned departments.

Maintenance of Laboratories are as follows:-

The calibration, repair and maintenance of sophisticated Lab equipment is done by the technicians of related owner enterprises.

Library:-

The requirement and lists of books are taken from the departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

A Suggestion box is installed inside the reference section of the library to facilitate feedback. A continuous feedback enables the library in introducing new ideas for the better functioning of the library.

In order to ensure that students return books before the end of a semester, a 'No due' certificate from the library is mandatory for students before appearing for the end semester examination.

Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are planned and resolved by the library committee.

Library software with BAR code is used in the Library.

The maintenance of the reading room and stock verification of library books are done regularly by the library staff.

Sports: -

The college has separate rooms for Department of Sports and Indoor games.

A separate indoor games hall is maintained specially for girls.

The department of sports has a modern Gymnasium with multiple facilities.

A well-maintained Tennis Court and Badminton shuttle court are important facilities provided by the college.

Department of Sports takes care of the maintenance of these facilities.

Computers & Xerox:-

Four Centralized computer laboratories are established to enhance the facilities for the Students.

Each Department is provided with computers for their requirement.

The campus has the benefit of Internet and WIFI.

Open access journals facilities are available.

Xerox machines are maintained on an Annual Maintenance Contract by *En Kay Enterprise*

Class Rooms:-

The college has various committees for the maintenance and upkeep of the infrastructure. At the departmental level, HODs submit a list to the Principal regarding furniture and other requirements. The Estate officer is in charge of the student's requirements in the classroom.

Garden:-

A Lot of trees and flowerpots are maintained in and around the campus to keep it free from pollution. Every year the Civil Engineering Department of NES takes care of beautifying the college. On a regular basis, the NSS students and the NCC cadets take an active part in the maintenance of the garden and a regular tending by menial staff helps to keep the campus beautiful. All round awareness is brought about among the students and staff to keep the campus beautiful and free from pollution.

Multimedia Hall:-

The audio-visual equipment installed in Dr. H.N. Multimedia Hall is maintained on an Annual Maintenance Contract by En Kay Enterprise which has installed them.

Additionally:-

Department annual stock verification is done by the respective Heads of Department. Regular maintenance of Computer Laboratory equipment is done by a Laboratory Assistant along with a Laboratory attendant, supervised by the faculty in charge.

Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by the Institute. The maintenance of the College campus is monitored through regular inspections.

The upkeep of all facilities and the cleanliness of the environment in the men's hostel is maintained by the Hostel committee.

Outsourcing is done for maintenance and repair of IT infrastructure such as computers, internet facilities including Wi-Fi, UPS and broadband.

Updating of software is done by the lab in charge

Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.

Regular maintenance of water coolers and water purifiers is done.

Computers, Network cables, Photo copying machines, Intercom have Annual Maintenance Contract with companies that have installed them.

Electrical connections, repair & upkeep of electrical appliances and the Generator are constantly under the vigil of an Electrical Contractor appointed by the Management.

Pest control service of the campus is undertaken by a private agency on contract.

Ergonomic chairs in the Multimedia Hall are well maintained and subjected to a service of pest controls and when the need arises.

The sanitary dispenser installed in the Ladies Room is maintained by Hygiene Committee

The following companies are under Annual Maintenance Contact:-

1. AMC for Computer lab- Balaji Computers.
2. AMC for Photo Copiers RICOH -
3. AMC for RO water plant -
4. AMC for Mosquito Repellent -
5. AMC for Air Conditioner -

6. AMC for UPS -
7. AMC for Audio-Visual Equipment
8. AMC for Library Software - Environ software Pvt. Ltd. AMC Photometric
9. AMC (Electronics, Physics and other science labs.)
10. Purchase of consumables to labs
11. AMC for Internet, telephone and intercom
12. AMC for Website Maintenance