



ACS College of Engineering

(Approved by AICTE, New Delhi, Govt. of Karnataka & Affiliated to Visvesvaraya Technological University, Belgaum)

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4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has the Estate officer with a team of members and Block In-Charges monitor the maintenance and cleanliness of the buildings, classrooms, laboratories, furniture, sports ground, sports facilities, student's amenity areas, canteen and hostel buildings.

The Common Utilities maintenance schedule is given below:

S. No.	Name Of Common Utility	Proposed Maintenance Schedule	Department In-charge
Electrical Maintenance			
1.	Air Conditioner	3 Months	Mechanical
2.	Audio Amplifier / Speaker / Cable	Monthly	ECE
3.	Intercom	Monthly	AERO
4.	UPS / Invertor / Battery	3 Months	CSE/Electrician
5.	Fan / Light / Switch Board	Monthly	Electrician
6.	LIFT / Elevator	Monthly	CIVIL
7.	Lab - Distilled Water Unit	Monthly	AEROSPACE
8.	Black Board / Chalk Stand	6 Months	BME
9.	Water Purifier Unit	Monthly	Electrician

Principal

A.C.S. College of Engineering
Kambipura, Mysore Road, Kengeri Ho
Bangalore - 560 074

Campus

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Ph: 080 - 2974 8222, 2974 8333 Fax: 080 - 2974 9988
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Furniture Maintenance

10.	Windows / Doors / Window Screen	Monthly	Block In-Charge
11.	Class Room Dias	3 Months	Block In-Charge
12.	Drawing Table / Steel Stools	6 Months	Block In-Charge
13.	Desk / Table / Chairs	6 Months	Block In-Charge
14.	Wooden Box / First Aid Box/Keyboard Stand	6 months	Block In-Charge
15.	S type Chairs / Rolling Chair	6 Months	Block In-Charge
16.	Rest Room Tap / Wash Basin /Lab Water Tap	Monthly	Block In-Charge
17.	Hydraulic Door Stopper	Monthly	Block In-Charge
18.	Normal Door Stopper	Monthly	Block In-Charge

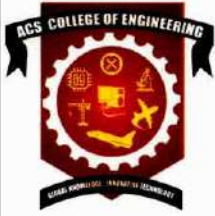
IT Maintenance

19.	CCTV Camera	Fortnight	CSE
20.	Laptop /Desktop / OS / Printerand Antivirus Checking	3 Months	CSE
21.	Projector / Screen	Monthly	ECE

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Mural
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Infrastructure Maintenance			
22.	Floor Cleaning / Dust Bin	Daily	Department
23.	Lab Cupboard / Steel BureauDrawer	6 Months	Department
24.	Notice Board Locks	6 Months	Department
25.	Wall clock	Monthly	Department
26.	Floor Tiles	6 Months	Estate Officer
27.	Fire Extinguisher	6 Months	Estate Officer
28.	Window Screen(Wash)	6 Months	Estate Officer
29.	Reading Table, System Table,Book Shelves Cleaning	Weekly	Librarian
30.	RO Plant	Daily	Estate Officer
31.	Class Room Cleaning	3 Days Once	Department
32.	Lab Cleaning	Weekly	Department
33.	First Aid Box	Monthly	Estate Officer
34.	Medical Facility	Monthly	Estate Officer
35.	Differently Abled Facility	3 Months	Estate Officer

Anneal

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Maintenance Schedule of Common Utilities Maintenance of Classrooms, Furniture and Laboratories

The institution classrooms with furniture, teaching aids and laboratories are given incharge by the respective department staff and technical staff and supervised by the Respective block In-charge. Respective block In-charge report to Head of the department and then to the estate officer and then to the Administrative officer periodically for all the maintenance works.

Maintenance of library

The institution and the librarian ensures Orderly stacking of books in the library and effectively support team for easy accessioning of books. The library staffs are clearly instructed in the care and handling of library documents. Books movements register and student's entry register is maintained using the software. Books needs to be borrowed using their own identity card. The institutional library rules for issue of books to the under-graduate student is 3 books and 5 books for post-Graduate student with borrowing period of 15 days, if any renewal is requested by the staff or student is allowed, if there is no demand for the same book, from other readers. Any late submission of books, a minimum overdue charge collected from the students.

Maintenance of Electrical Appliances

The institution has three Electricians who extend their service to all the departments to ensure optimal utilization of electrical appliances. Notified problems are reported to respective in-charge of common utilities and same will be reported to Administrative Officer through HoD. Administrative officer supervises with electricians for rectification.

Maintenance of Computers, Internet and Networking Facilities

The institution has System Administrator and support team to ensure the maintenance of ICT facilities including computers and servers, internet and networking. The maintenance includes the required software installation, antivirus and Campus Wi-Fi facility. A maintenance register is maintained by each computer centre and respective laboratories. Any issues related to Computers, Servers, Printers, Networking and System security identified by students/Lab Technicians are reported to system administrator through HOD, and the support team will rectify the issues.

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Maintenance of Lab Equipment

The respective Staff In charge and Lab Technicians of the respective department are given responsibility to maintain the equipment. Stock registers, maintained by the respective laboratories to report entries and defects arising for rectification. Repair if any, are reported to the Head of Department or the faculty-in charge and suitable measures are taken for speedy functioning of the equipment.

Any equipment's required for major service is informed to company, in case it is under warranty. If warranty void, the service quotations are prepared by respective lab in-charge and submitted to administrative officer for further approval of renewal.

Maintenance of Sports and Games Facility

Sports facilities provided by the institution: The institution owns a football ground, Basket ball court, Volley ball court. Sports grounds are maintained frequently by ground staff under the supervision of Physical Educational director.

The institution also shares the Cricket ground with RRMCH and the ground is maintained by Karnataka State Cricket academy (KSCA). Seasonal maintenance of all equipment and ground are carried out regularly by the Physical Education director. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education. Any equipment's required for major service is informed to company, in case it is under warranty. If warranty void, the service quotations are prepared by respective Physical Education director and submitted to administrative officer for further approval and sanctioning.

Maintenance of Transport Facility: Estate officer is the In-Charge for all the buses and other vehicles of the institution. In case of any maintenance, it is reported to administrative officer for further approval and sanctioning of fund.

Handwritten signature

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