



Geethanjali

Phone : 9182058188
Website: www.geethanjalinstitutions.com
info@gcet.edu.in

Geethanjali College of Engineering and Technology

AUTONOMOUS

(Accredited by NAAC "A" Grade; ECE, CSE, EEE & ME, B.Tech Programs Accredited by NBA;
Approved by AICTE, New Delhi; Permanently Affiliated to JNTUH)
Sy. No. 33 & 34, Cheeryal (V), Keesara (M), Medchal District. - 501 301.

Policy on Infrastructure Maintenance

Geethanjali has an extensive infrastructure for teaching, learning and research programs. The Institute has an established system for maintenance and utilization of class rooms, laboratories, equipments and computers. The procedures for the maintenance of various infrastructural facilities including Physical & Academic are documented here.

Maintenance of Physical Facilities:

The physical facilities are maintained by the Institution's Engineering & Maintenance section, which comprising of civil, Mechanical and electrical engineers. Plumbers, electricians, and others in the campus attend to their respective services depending on the need. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of R.O Mineral water, plumbing works, sewage and drainage is undertaken by Maintenance staff.

Maintenance supervisor with a team of members monitor the General maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities e.t.c. College Security team are outsourced on annual contract basis and are made available during the day and night.

Maintenance of Academic Facilities:

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff 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 concerned Laboratories and Administrative office and are attended on priority basis. Faculty & Staff of respective department monitor effective utilization of the laboratories.


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Geethanjali College of Engg. Tech.

Cheeryal (V), Keesara (M), R.R. Dist. (A.P.) - 501 301

Sponsored by TEJA EDUCATIONAL SOCIETY, HYDERABAD.

Office : Sy. No. 33 & 34, Cheeryal (V), Keesara (M), Medchal Dist. - 501 301.

Phones : 9182058188, 9866308271

Seminar halls and auditorium are under the purview of the various Department Heads, civil engineer, electrical engineer and Maintenance cell. The cleanliness is taken care of by the housekeeping team. For accessing the facilities, the organizing faculty/staff member submits a prescribed form through respective HOD and principal, the date of event is registered and the halls are made available on priority basis.

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 minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is maintained by the centre.

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 once in every three months. Grounds men, vendors of Sports goods and students of Physical Education jointly maintain the sports equipment.

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 outsourced 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 maintenance supervisor and Administrative Officer.

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

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 an year ending activity and the consolidated report is submitted to the Administrative officer for necessary actions as required.


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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 maintenance:

This includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, 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 supervisor and his team.



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