



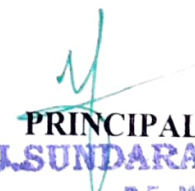
CRITERION 4 - INFRASTRUCTURE AND LEARNING RESOURCES

KEY INDICATOR 4.4 - MAINTENANCE OF CAMPUS INFRASTRUCTURE

Metric No 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.

S.No.	Content	Page. No.
1.	Maintenance policy	2
2.	Housekeeping maintenance register	16
3.	Service requirement form	18
4.	Laboratory maintenance report	19
5.	Laboratory Routine maintenance Schedule report	20




PRINCIPAL
Dr. J.SUNDARARAJAN,
B.E., M.Tech., Ph.D.,
Principal
N.P.R. College of Engineering & Technology
Natham, Dindigul (Dist) - 624 401.



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COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)



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MAINTENANCE POLICY



NPR Nagar, Natham – 624 401, Dindigul Dist., Tamil Nadu.

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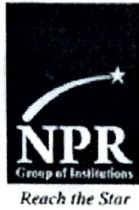


Vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission

- To achieve academic excellence by offering quality technical education using best teaching techniques.
- To improve Industry – Institute interactions and expose industrial atmosphere.
- To develop interpersonal skills along with value-based education in a dynamic learning environment.
- To explore solutions for real time problems in the society.



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Program Outcomes

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.



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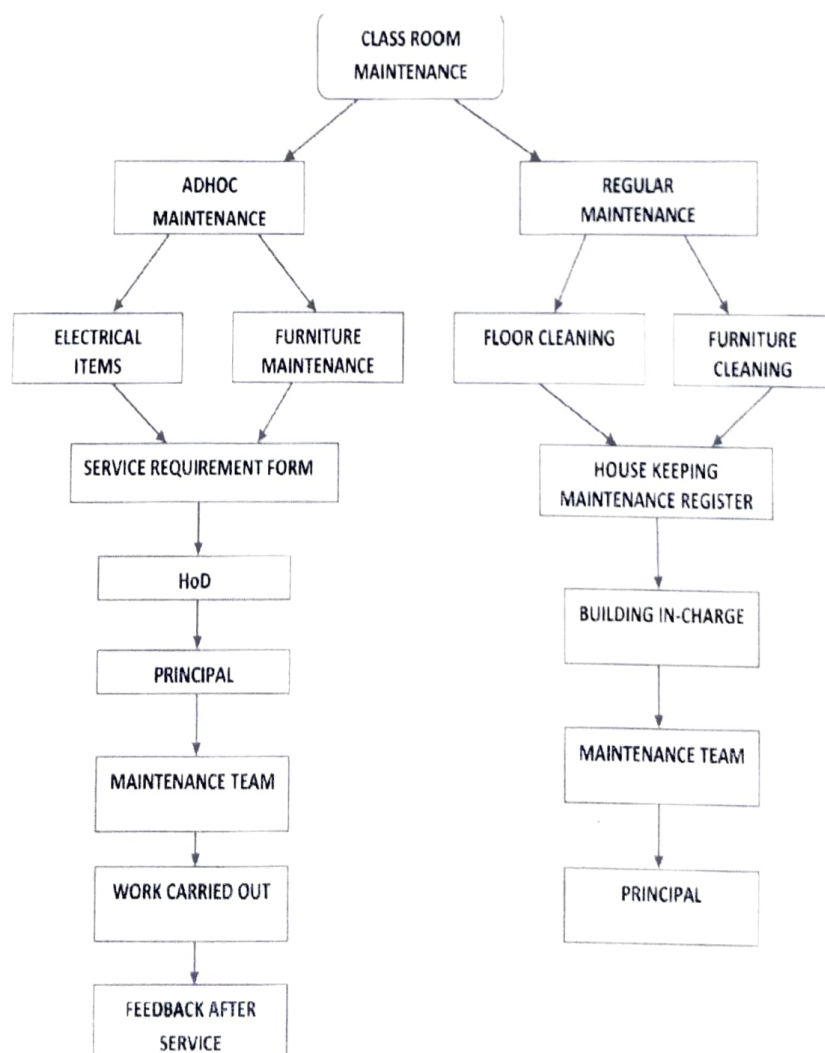


6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

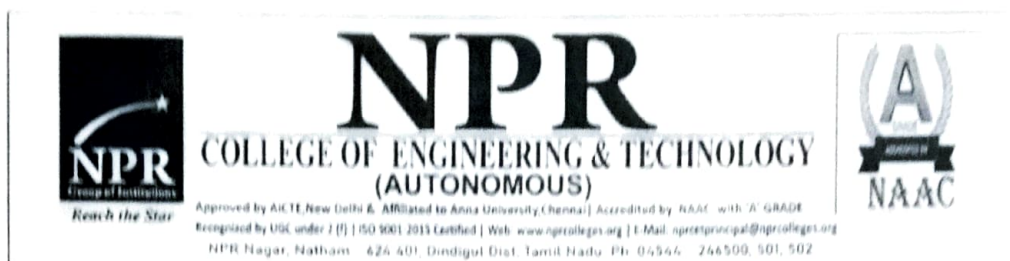
All the Maintenance works are done through proper requisition (As per the Annexure format) given by the various In-charges.

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES:

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in - charges and lab assistants take care of their respective laboratories. The requirements for class room maintenance works are initiated through the service requirement form (Annexure-1 format).



CLASS ROOM MAINTENANCE PROCEDURE



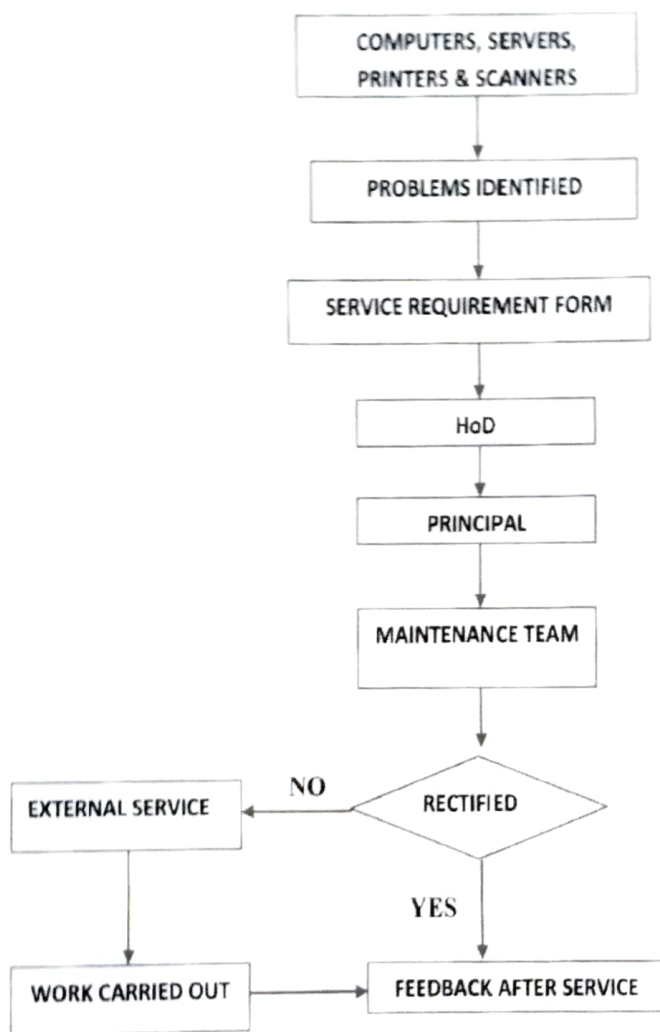
MAINTENANCE AND UTILIZATION OF LIBRARY:

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken,

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any Magnetic or electric equipment, i.e. tape recorders, air conditioners, etc. such materials should be kept in a dust-free, temperature and humidity-controlled room.
- Proper pest management is done to minimize the problems caused by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library repellants are used to save materials from Rats.
- The requirements for maintenance of the library works are initiated through the service requirement form (Annexure-I format).

MAINTENANCE OF COMPUTER FACILITIES:

The Computer Science department and Maintenance Team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, anti-virus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department. The requirements of IT facilities maintenance are initiated through the service requirement form (Annexure- 1 format) and the updating report is maintained in the computer maintenance register (Annexure-5 format).

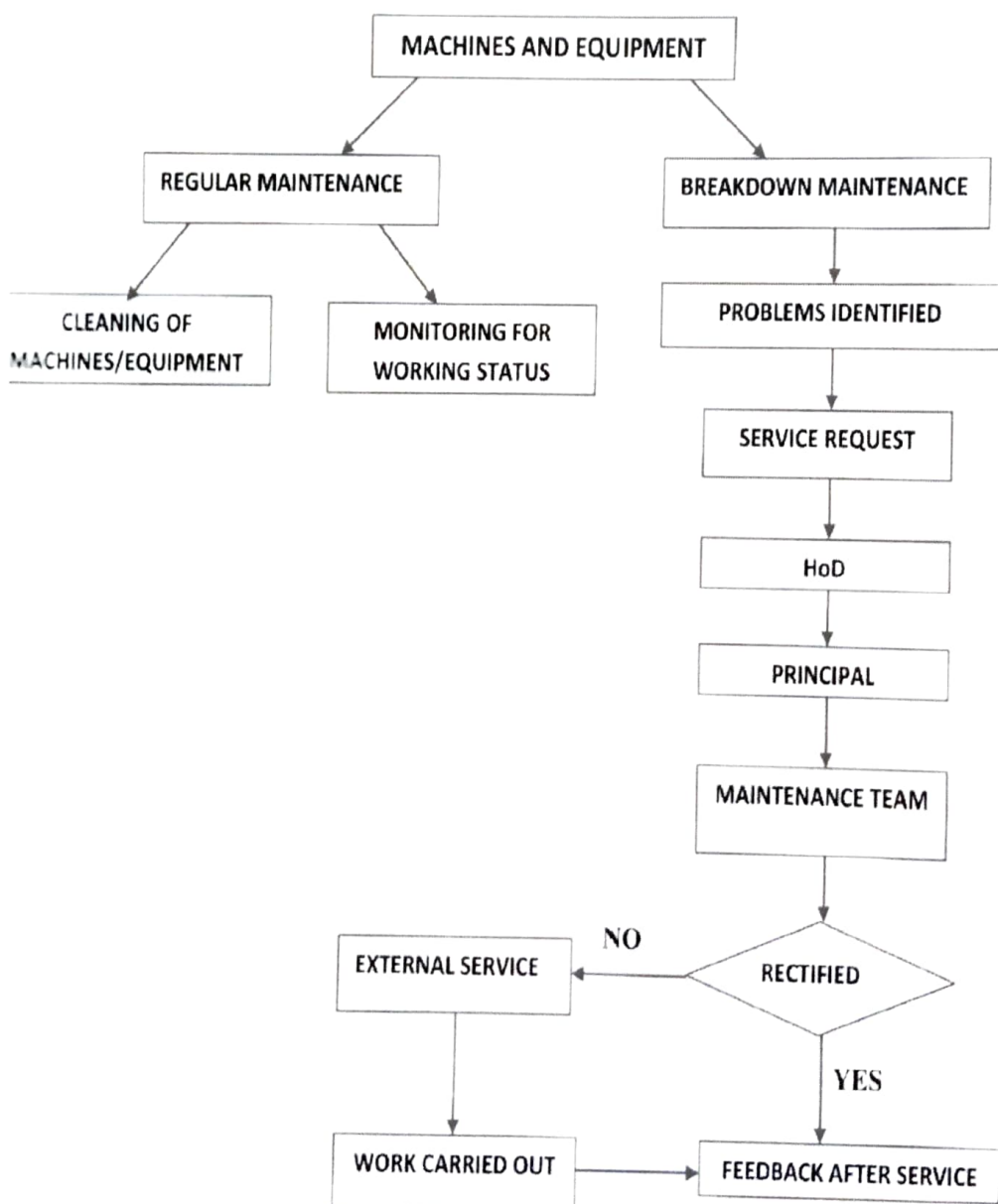


FLOW CHART FOR COMPUTER MAINTENANCE

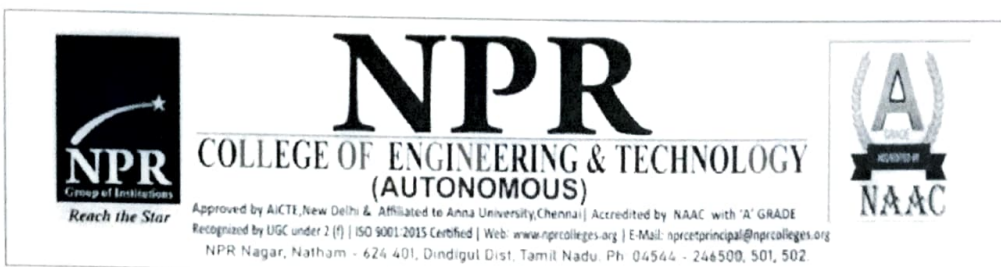
MAINTENANCE OF LABORATORIES EQUIPMENT:

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HoDs time to time enhancing their technical skills. The Equipment Routine maintenance works are followed as per the Laboratory Routine maintenance schedule

(Annexure-4 format). The requirements of Laboratory facilities maintenance are initiated through the service requirement form (Annexure-1 format) and the Lab service yearly report is maintained in the Laboratory Maintenance Report (Annexure-2 format).



FLOW CHART FOR MACHINES AND EQUIPMENT MAINTENANCE



MAINTENANCE OF OTHER AMENITIES:

RO consumables, membranes, filter and chemical which are to be replaced / recharged is covered within the annual maintenance contract made with the company. Cleaning is done once in three months to prevent fouling smell and deterioration / impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under Maintenance of supplier and in-house technicians.

Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month.

Fire-extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers. The requirement of Laboratory facilities maintenance works initiated through the service requirement form (Annexure-I format)

ANNUAL STOCK CHECKING:

Annual stock checking of furniture, lab equipment, and stationery and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

DAY TO DAY EMERGENCY MAINTENANCE:

Day to day maintenance includes daily running repairs' like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, 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 team members which is initiated through the service requirement form (Annexure- I format) given by various Departments.



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ANNEXURE-1

(Format for Service Requirement form)

SERVICE REQUIREMENT FORM

Ref. No.:

Date:

Name of the Staff :

Designation / Department :

Work place :

Name of the Equipment / work :

Problem Identified / Nature of work :

Whom to attend :

Requested time of completion :

Suggestions / Recommendations (if any) :

Signature of the Staff :

Signature of the HOD :

Recommended by

FEEDBACK AFTER SERVICE

Attended by :

Working status :

Remarks :

Verified by :

Signature of the Principal



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ANNEXURE - 2

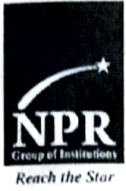
(Format for Laboratory Maintenance Report)

LABORATORY MAINTENANCE REPORT

DEPARTMENT:

ACADEMIC YEAR:

S/N	Date	Name of the Laboratory	Equipment details	Internal/ External	Bill No.	Amount	Lab In-charge sign	HOD sign	Principal sign	Remarks



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ANNEXURE - 3

(Format for House Keeping Maintenance Register)

House Keeping Maintenance Register

S/N	Date	Main Block				Rear Block				
		Ground Floor	I Floor	II Floor	In charge Sign	Ground Floor	I Floor	II Floor	III Floor	In charge Sign
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										



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EDUCATIONAL TRUST
[Signature]
Managing Trustee



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House Keeping Maintenance Register

S.No	Date	Main Block				Rear Block				
		Ground Floor	I Floor	II Floor	In charge Sign	Ground Floor	I Floor	II Floor	III Floor	In charge Sign
1.	1.05.2023	←	H	O	L	i	d	a	y	→
2.	2.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
3.	3.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
4.	4.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
5.	5.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
6.	6.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
7.	7.05.2023	—	H	O	L	i	D	A	Y	→
8.	8.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
9.	9.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
10.	10.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
11.	11.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
12.	12.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
13.	13.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
14.	14.05.2023	—	H	O	L	i	D	A	Y	—
15.	15.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
16.	16.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
17.	17.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor
18.	18.05.2023	(R)	✓	✓	Chor	✓	✓	✓	✓	Chor



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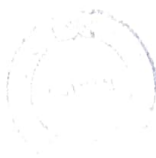
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S.No	Date	Main Block				Rear Block				
		Ground Floor	I Floor	II Floor	In charge Sign	Ground Floor	I Floor	II Floor	III Floor	In charge Sign
19.	19.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
20.	20.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
21.	21.05.2023	←	H	O	L	I	D	A	Y	→
22.	22.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
23.	23.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
24.	24.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
25.	25.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
26.	26.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
27.	27.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
28.	28.05.2023	←	H	O	L	I	D	A	Y	→
29.	29.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
30.	30.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓
31.	31.05.2023	R	A	A	Ch	✓	✓	✓	✓	✓



PRINCIPAL
Dr. J. SUNDARARATHAN

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SERVICE REQUIREMENT FORM

Ref.No.: NPRCET/CIV/mw/2023/May/001

Date: 5.5.2023

Name of the Staff : K. Shantha Kumar
Designation / Department : AP/CIVIL
Work place : Faculty Room
Name of the Equipment / work : Internet
Problem Identified / Nature of work : Internet not available.
Whom to Attend : System admin.
Requested time of completion : 1 Day.
Suggestions / Recommendations (if any): —
Signature of the Staff : K. Shantha Kumar
Signature of the HoD : [Signature]

Dr. J. SUNDARARAJAN,

B.E., M.Tech., Ph.D.,

Recommended by

N.P.R. College of Engineering & Technology

Natham, Dindigul (Dy) - 624 401.

FEEDBACK AFTER SERVICE

Attended by : System admin.
Working status : Problem rectified.
Remarks : —
Verified by : K. Shantha Kumar (AP/CIVIL)
S. Rajesh (AP/CIVIL)

Signature of the Principal

Dr. J. SUNDARARAJAN,

B.E., M.Tech., Ph.D.,

Principal



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LABORATORY MAINTENANCE REPORT

DEPARTMENT: MECHANICAL

ACADEMIC YEAR 2022-23

[illegible]



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 Website : www.nprcolleges.org, www.nprcet.org, Email nprcetprincipal@nprcolleges.org



LABORATORY ROUTINE MAINTENANCE SCHEDULE

DEPARTMENT OF CIVIL ENGINEERING

STRENGTH OF MATERIALS LABORATORY

S.No	Name of the Equipment/ Apparatus	Frequency of Maintenance				
		Daily	Weekly	Monthly	Half - yearly	Yearly
1.	UTM Of 400 Kn Capacity	-	Cleaning	Oiling	Service	-
2.	Torsion Testing Machine	-	Cleaning	Oiling	Service	Calibration
3.	Izod Impact Testing Machine	-	Cleaning	Oiling	Service	-
4.	Rockwell / Brinnel	-	Cleaning	Oiling	Service	Calibration
5.	Beam Deflection Test Apparatus	-	Cleaning	-	Service	-
6.	Extensometer	-	Cleaning	-	Service	-
7.	Compressometer	-	Cleaning	-	Service	-
8.	Dial gauges	-	Cleaning	-	Service	-
9.	Lechatelier's apparatus	-	Cleaning	-	Service	-

[Signature]
Lab In-Charge

[Signature]
HoD / Civil

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 B.E., M.Tech., Ph.D.,
 Principal
 N.P.R. College of Engineering & Technology
 Natham, Dindigul (Dt) - 624 401.