



TKR COLLEGE OF ENGINEERING & TECHNOLOGY

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)

AN AUTONOMOUS INSTITUTION

Accredited by NBA and NAAC with 'A' Grade

Medbowli, Meerpet (V), Balapur (M) Ranga Reddy (D), Hyderabad, Telangana - 500097

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College Code: K9

4.4.2.1. Civil Maintenance

Maintenance of civil works is needed for getting uninterrupted services, which facilitate smooth and efficient functioning of the institution. The maintenance of civil works include

- Maintaining cleanliness and sanitation in the campus.
- Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc
- Internal roads maintenance.
- Water supply and overhead/underground water tank maintenance.

Course of action:

- A request comprising the problem, through HOD and the Principal, has to be received.
- As per the stock availability the problem is attended and resolved
- If any material is required to purchase, to get the approval from the principal for purchase of the same.
- If the work involves more financial support, quotations are invited from the vendors.
- Preparation of the comparative statement and placing purchase order.
- On receiving material, resolving the problem.

4.4.2.2 .MECHANICAL MAINTENANCE

The standard procedure followed for service and maintenance of equipment/machinery as follows

- If the equipment/machinery is to be serviced during the warranty period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect.
- After warranty period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.

- If items are required then send a proposal to the purchase in-charge through proper channel (concerned HOD).
- After the items are purchased, the person will repair the equipment.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

4.4.2.3. Maintenance of power house:

Department of electrical engineering deals with power supply and maintenance. Following SOP is followed for uninterrupted power supply in college premises.

- Checking diesel in storage tank daily and Replenishing stock of diesel.
- Checking distilled water level in radiator daily, and if any shortage is found, it is refilled.
- Checking lubricant oil and specific gravity of distilled water of batteries daily.
- Cleaning the Radiator fan belt, generators daily.
- Maintaining load balance in three phases of generators, painting plinths and machines for every one year.
- Registering the number of working hours of each generator.
- Checking earth resistance and watering the earth pits weekly.

4.4.2.4. Laboratory maintenance:

Regular Upkeep and maintenance of equipment as well as repair of equipment is important for proper functioning of any engineering laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed. If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect. After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible. If technicians of institution cannot do repair, then it is repaired by the persons outside the organization. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately. If items are required then a proposal is sent to the purchase incharge through proper channel (concerned HOD). After the items are purchased the equipment will be repaired by the respective person. The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

4.4.2.5. CENTRAL LIBRARY

PROCUREMENT AND STOCKING OF BOOKS:

The order list shall be prepared based on suggestions of the faculty. The list shall be forwarded to the principal for approval who makes any necessary changes, approves it and forwards the same to Library for procurement. Once the books are received, the librarian does the verification of invoice randomly. Then are entered in the Accession Register (AR). After the completion of Accession, due date slip, numbering shall be pasted on internal Title Page of the Book. One copy of each title is kept in REFERENCE SECTION duly stamped as REFERENCE copy.

4.4.2.6. Sports:

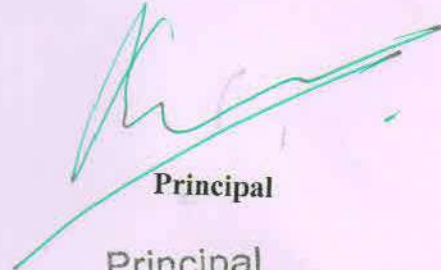
The sports committee conducts timely meetings for the purpose of discussing about budget proposal, conduct of Intramural and Inter collegiate tournaments for each academic year. The order is placed with prior approval of the purchase committee. The sports related materials are issued to the students by maintaining an issue/return register, which reflects the utility and demand of the items along with the students' interests. Subsequently it facilitates the proposals to be made for the next academic years. Students who are selected for the college teams of various events are provided with uniform to participate in the same. Equipment related to various physical activities and sports are updated on a regular basis. The up keeping of the sports items in an efficient way is done through regular monitoring using required work force. This includes all the sports facilities like Gym, Cricket ground, Tennis, Volleyball, Basketball courts etc.


IQAC Co-Ordinator

DEAN ACADEMICS

TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad - 500 097




Principal

Principal
TKR College of Engineering & Technology
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