



Vidya Vikas Institute of Engineering and Technology

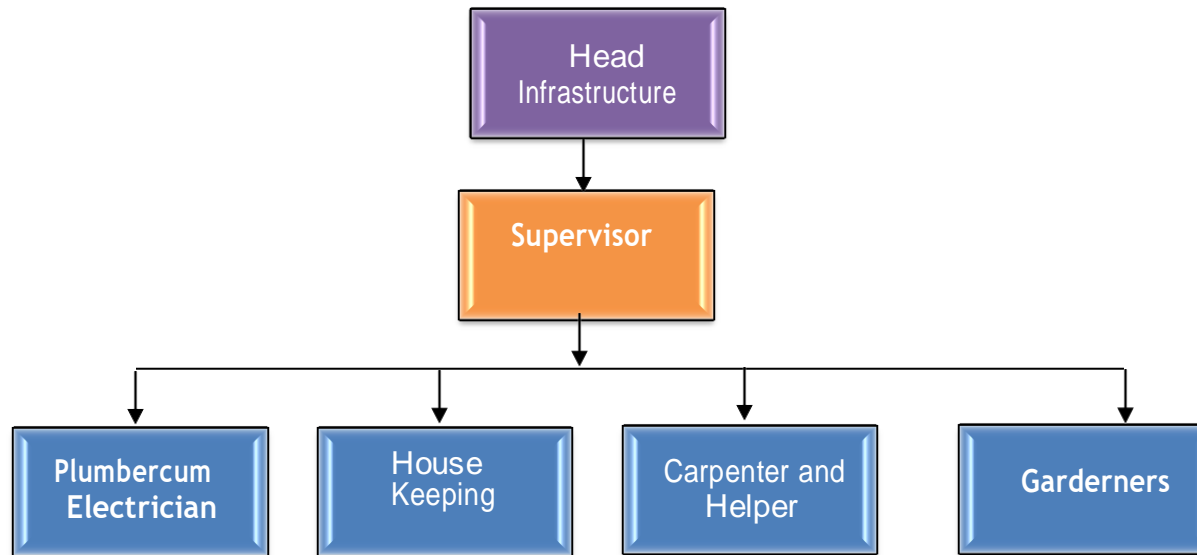
**MAINTENANCE AND UTILIZATION OF THE PHYSICAL
ACADEMIC AND SUPPORT FACILITIES**

MAINTENANCE AND UTILIZATION OF THE INFRASTRUCTURE FACILITIES

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department. The following is the organizational chart of the departments.

CIVIL MAINTENANCE:

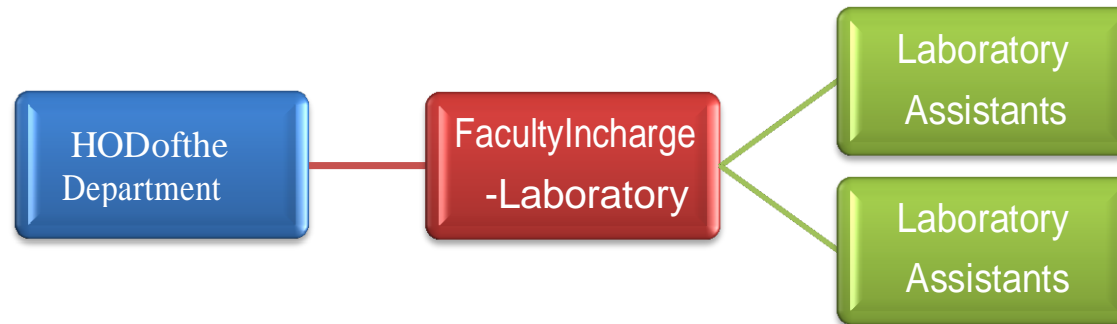
- The college has maintenance committee to supervise the new construction and extensions needed from time to time and also for the overall infrastructural maintenance of the college and oversees the maintenance of buildings, classrooms and laboratories.
- The civil maintenance is headed by the Head -Infrastructure. He is in charge of four divisions, water, sewage, building, carpentry and Gardening.
- The Supervisor is at the next level. Each division is supervised by a supervisor and is employed by respective skill workers. The Supervisor is accountable to the Head Infrastructure and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc.
- The Head Infrastructure conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by House-Keeping staff assigned for each floor.
- Wash rooms and rest rooms are well maintained by House Keeping Staff. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener.



- Optimum working condition of all properties/ equipment on the campus is ensured through Annual Maintenance Contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.

LABORATORY EQUIPMENT:

The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD.



Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments.

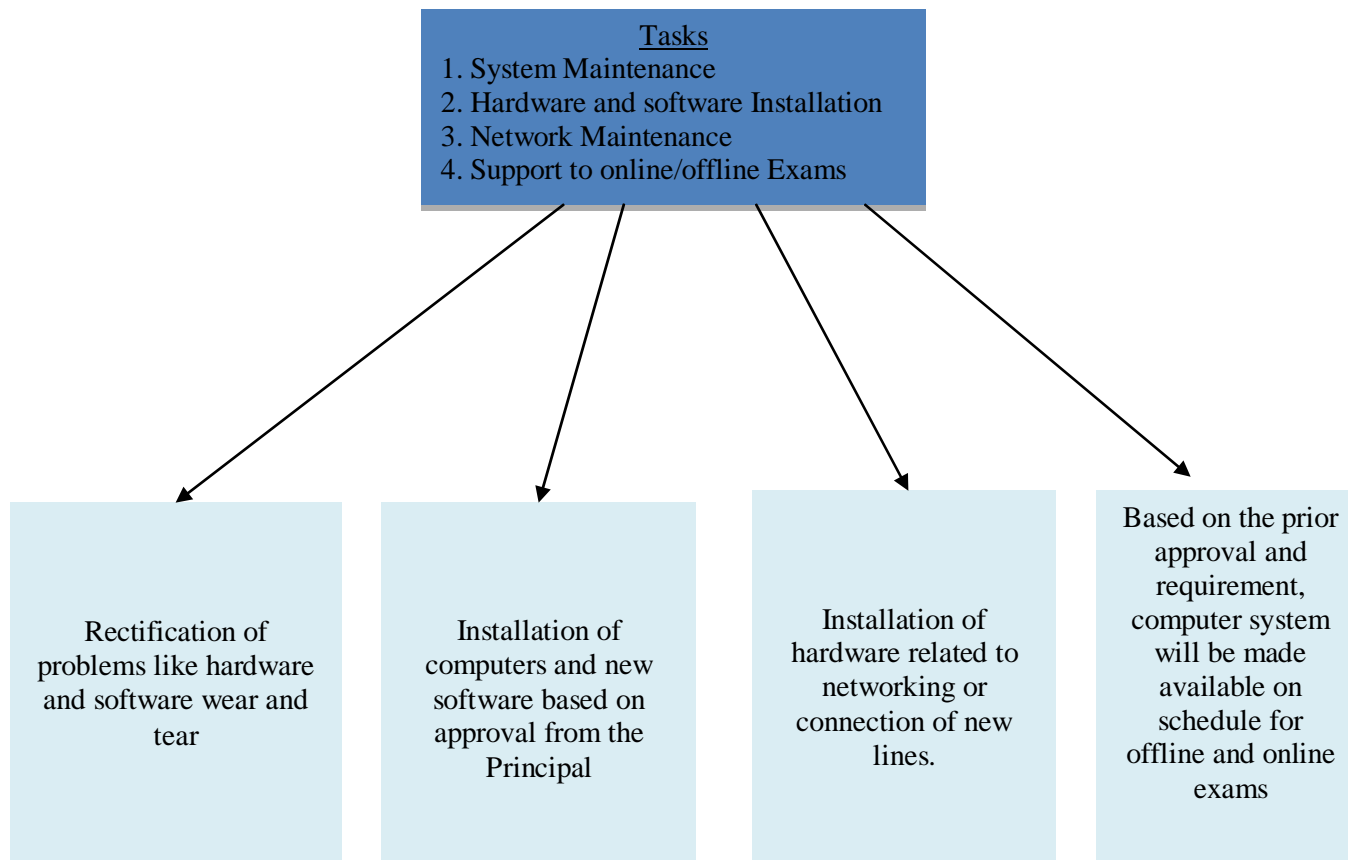
Other measures to maintain laboratories are as follows:

- Regular maintenance of equipment in all laboratories is carried out by the technical staff at the departmental level while in some cases it is referred to the service provider. Concerned laboratory in-charge refers the case to HOD. Then HOD refers to the service provider.
- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.

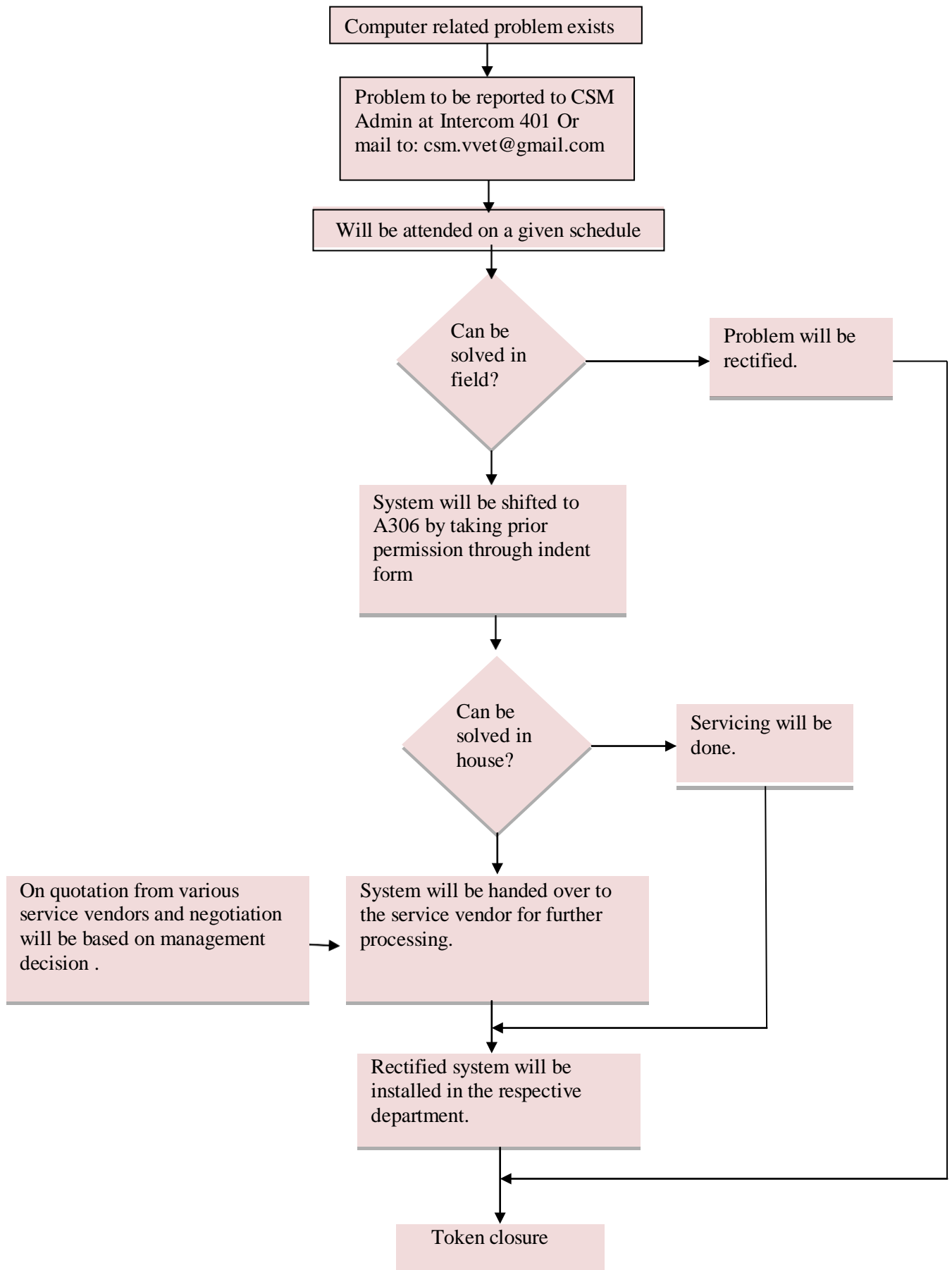
COMPUTERS, SOFTWARE'S& UPS MAINTAINENCE:

The computers are maintained in the Institution by “Centralized System Maintenance” (CMS). This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of troubleshooting of hardware, networking equipment’s including internet connectivity, procurement of hardware & software.

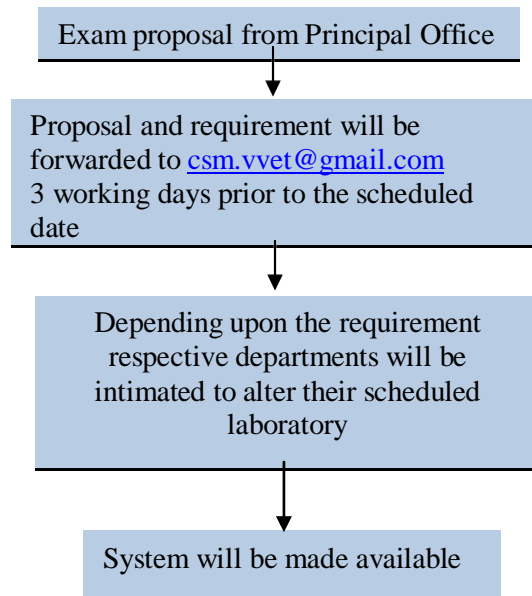
OVERALL WORKING OF CENTRALIZED SYSTEM MAINTENANCE



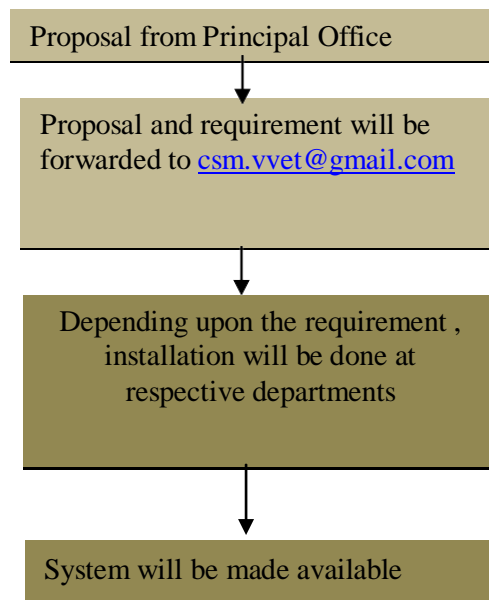
PROCESS DIAGRAM FOR SYSTEM AND NETWORK MAINTENANCE



PROCESS FOR ONLINE OR OFFLINE EXAMS CONDUCTION REQUEST



PROCESS FOR INSTALLATION OF HARDWARE AND SOFTWARE



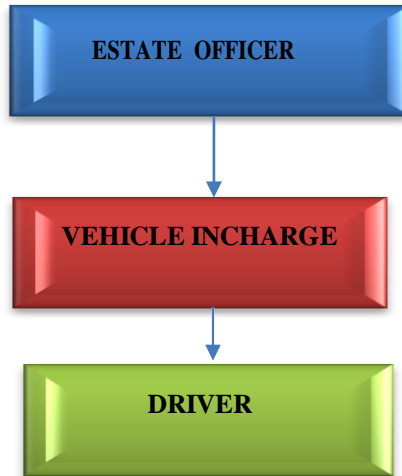
ROLES AND RESPONSIBILITIES OF CSM DEPARTMENT

- Information of Software and Hardware across VVIET is maintained at a single point.
- In time servicing of the systems inside the VVIET campus using Ticket rising system
- All the systems are LAN connected.
- Smooth conduction of online/offline exams at VVIET (CMAT/GATE/Placement).
- Easy maintenance of any software related to VVIET campus management.
- Troubleshoot the problems across VVIET.
- User administration (setup and maintaining account).
- Maintaining system.
- Verify the peripherals for proper working.
- Quickly arrange repair for hardware in occasion of hardware failure.
- Monitor system performance.
- Create and maintain file servers.
- Install software.
- Create a backup and recovery policy.
- Monitor network communication
- Update system as soon as new version of OS and application software.
- Implement the policies for the use of the computer system and network.
- Setup security policies for users.
- Password and identity management
- Single point of communication through intercom and e-mail.
- Hosting and maintaining VTU e-learning study centre.
- Collective servicing on regular basis.
- Maintenance of intranet and internet applications

VEHICLES: TRANSPORT

There are eight buses, Two Cars and Two vans. The buses are plying covering all the routes for the use of students. The two vans are exclusively utilized for Resource Persons and Guest speakers.

HIERARCHY IN TRANSPORT TEAM

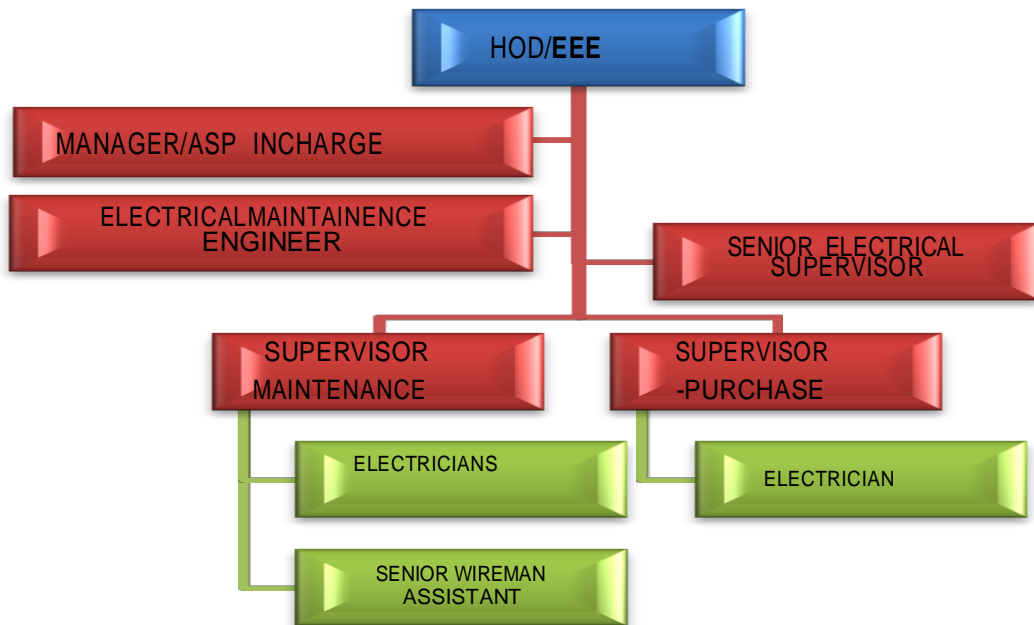


Requests are forwarded to the Vehicle In charge, Mr.Ramaswamy. Request needs approval from estate officer and upon approval, driver and buses are allotted.

ELECTRICAL MAINTENANCE:

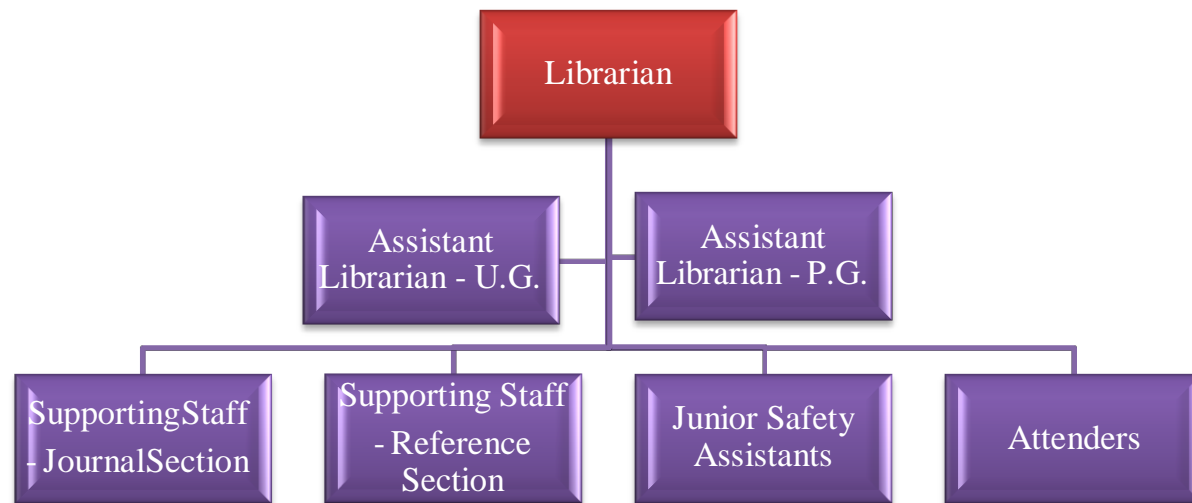
The electrical maintenance section is headed by the HOD/EEE. A senior professor in the electrical department is supported by an electrical maintenance (Manager) of the campus with the support of Electrical Engineer, Supervisor and Electricians.

ELECTICAL MAINTAINENCE PROCEDURE



LIBRARY :

The library is headed by the Librarian for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, attenders will help the students for searching and lending of the books in the library.



The Library Advisory Committee headed by the Principal is constituted to look into the smooth and efficient functioning of the Library.

Internet facility is also provided in the library and students can access the facility for availing e-resources and other web based information.

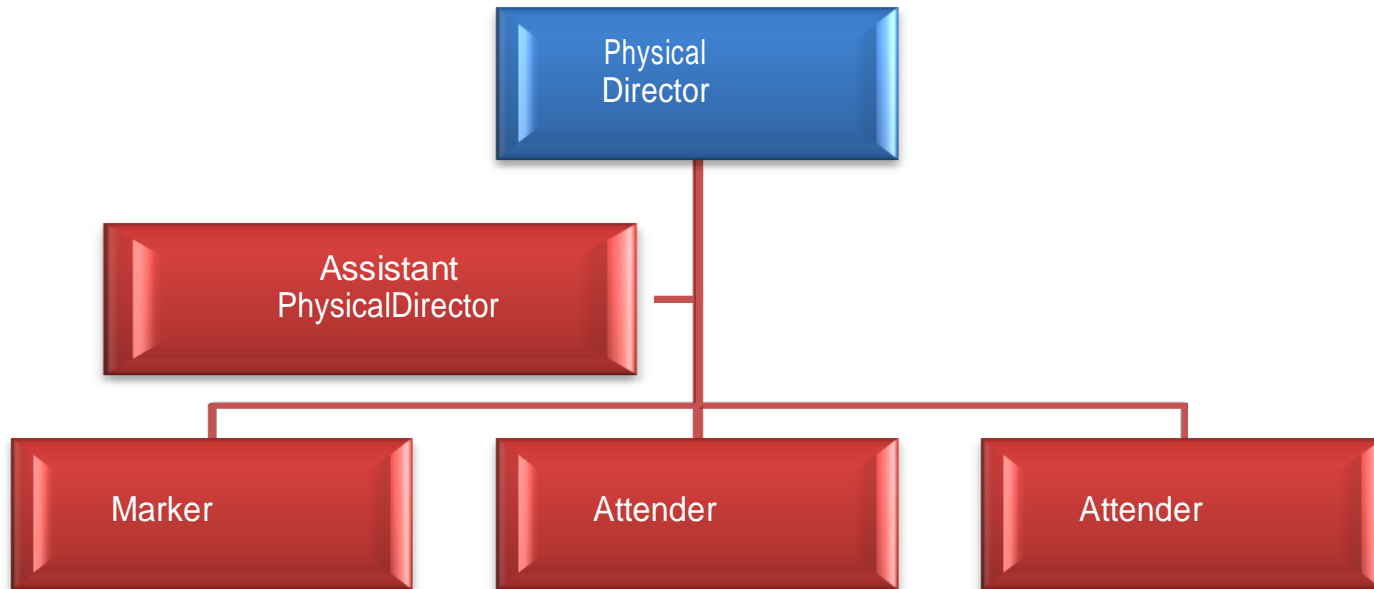
The facility is also available in the library. These facilities can be availed on nominal payment with due permission from the librarian.

The library is under cctv surveillance.

PHYSICAL EDUCATION:

The physical education department is facilitated by the physical directors to educate the students. The marker of the department makes the play field ready for the students, by marking the ground and providing the playkits.

HIERARCHY IN PHYSICAL EDUCATION



HEALTH CENTRE:

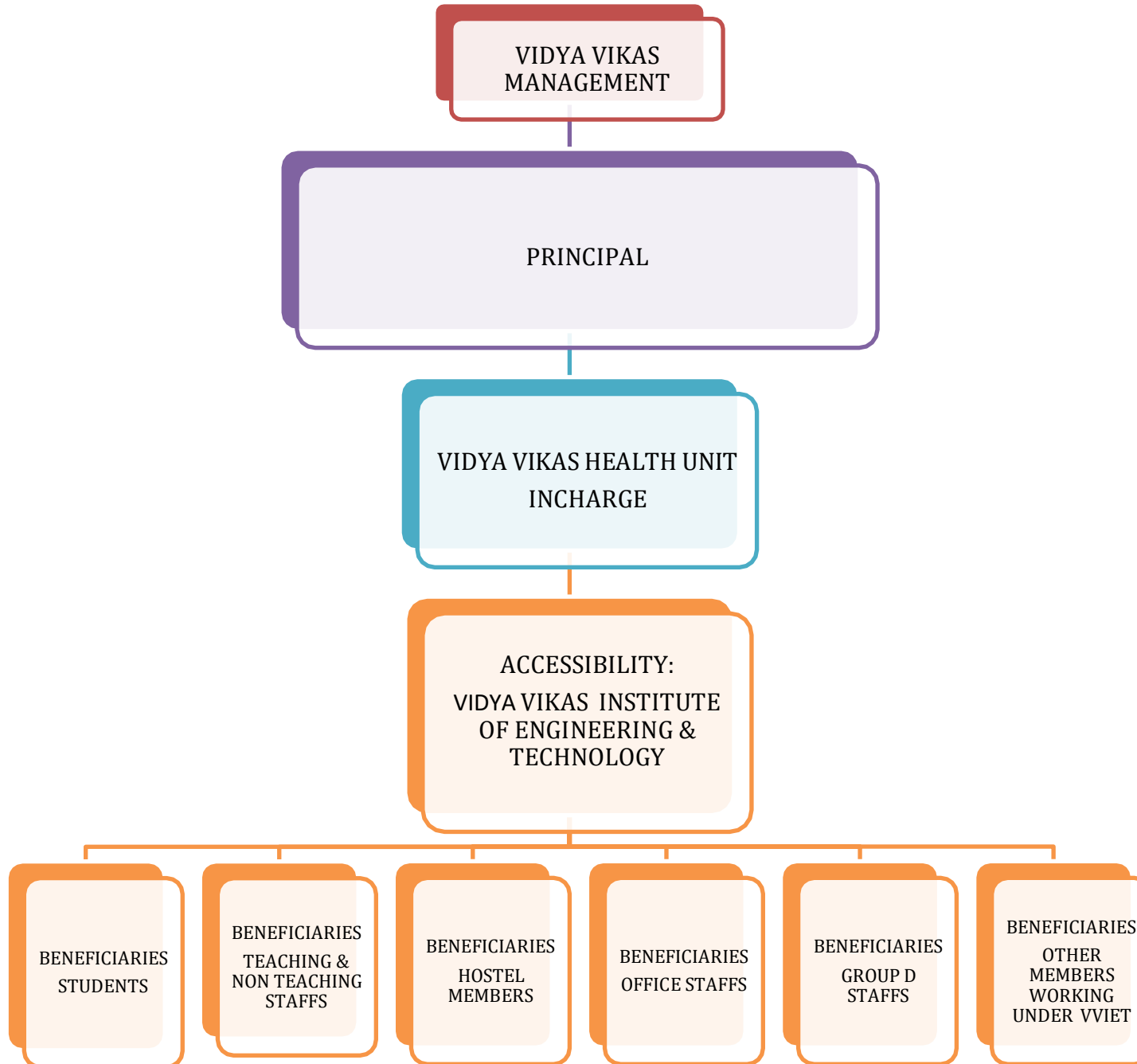
Objective:

Medical emergencies can occur anytime and anywhere. Without proper First Aid, a simple injury could become severe and in some cases fatalities can occur as a result of lack of immediate medical treatment. It is a life skill that stays with one for entire life and can come in handy during emergencies around them. First aid requirements could vary according to the different ailments and situations the students or any other beneficiaries might face in the Institute. Staff and students spend maximum time in Institution away from their Homes. Hence it is necessary to ensure that there is a provision to provide basic first aid during medical emergencies. All the Departments widespread under Vidya Vikas Institute of Engineering & Technology need to have clear awareness regarding first aid facility available for attending medical emergency in the Institute and can use the same. The staff who notice medical emergencies have to direct the patient to the Health Unit Situated in C-301.

Overview of Health Unit Functioning:

- Awareness of first aid facility and existence of health unit in our esteemed Organization is conveyed to students and their parents during first year orientation day.
- The health unit consists of a well-stocked first aid kit containing items such as bandages, sterile dressings, antiseptics, etc. All the general medicines and surgical tools to provide first aid which is enlisted in the appendix.
- **Mrs. Ammaiah** is appointed as “**Health Unit Incharge**” in **VidyaVikas Institute of Engineering and Technology, Mysore**.
- Though the Institute will ensure first aid treatment during emergencies an MOU is signed with Cauvery Hospital which is the nearest well equipped Hospital & the patient would be referred there for further treatment.
- Health Records of sick students/staff are maintained.

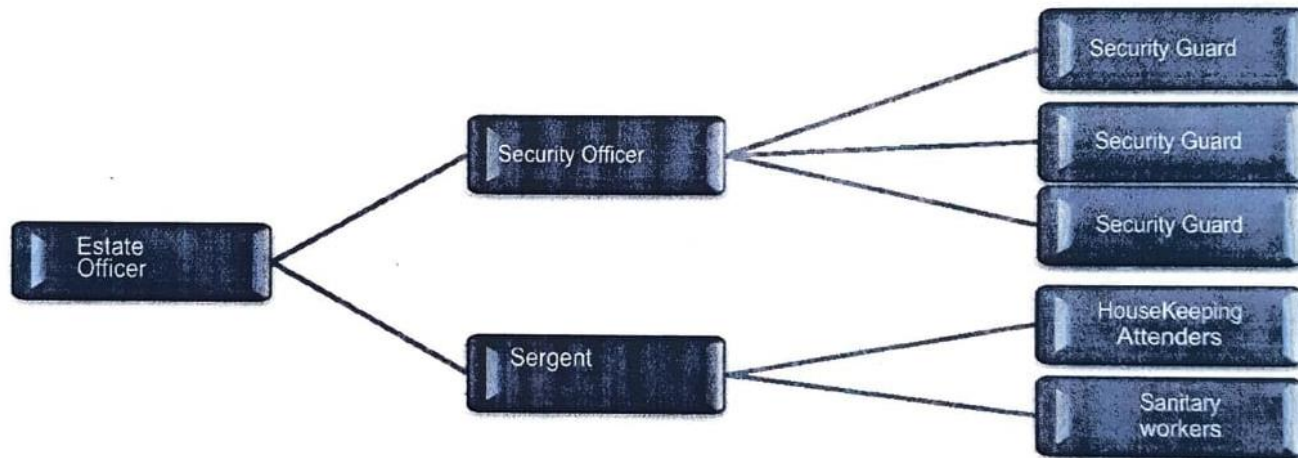
STRUCTURE OF HEALTH UNIT



SECURITY:

The Security of the college is headed by the senior Teaching staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.

HIERARCHY IN SECURITY SYSTEM



RSS
PRINCIPAL
Vidya Vikas Institute of
Engineering & Technology
MYSORE



ANNEXURES

VIDYA VIKAS INSTITUTE OF ENGINEERING AND TECHNOLOGY

QUOTATION FOR DRUG ACQUISITION

DETAILS OF DRUGS REQUIRED

SL NO	Name of the drug/Surgical device/Stationary	Quantity	Specifications	Unit cost in RS	Expected Total Cost in Rs
1	Spirit	2 Bottles	500 ml	45	90
2	Dettol	2 Bottles	500 ml	150	300
3	Dressing pad (Disposable)	1 or 2	metre	170	340
4	Glouses (Disposable)	6 Nos	No	10	60
5	Roller Bandage-Cotton Roll(Small & Big)	(2 each+1 packet)	piece & packet	7 &216	230
6	Disposable Syringes(2ml,5ml & 10ml)	12(4 each)	(2ml,5ml & 10ml)	2,3,5	40
7	Handiplast	10 Nos	No	20	200
8	Povdin Lotion	1 Bottle	500 ml	139	139
9	Povdin Ointment	2 Nos	100 g	80	160
10	Sofronycine Ointment	2 Nos	30g	40	80
11	Gazepers Roll	1	roll	650	650
12	Tab Dolo 650	20	10 tablets	30	60
13	Tab Diclo plus	20	5rs/tablet	5	20
14	ORS	10 Packets	packet	15	150
15	Normal Saline	2 Nos	500ml bottle	15	30
16	Dextrose(5%)	2 Nos	piece	37	74
17	DNS	2 Nos	No	25	50
18	G.V.Dripset	4 Nos	piece	60	240
19	G.V.Yasofix-2	22 Nos	piece	40	880
20	Paper plaster	1 No	packet	350	350
21	Tab Lopermide	10 Nos	10 tablets sheet	15.25	15.25

22	Tab Perinorm	10 Nos	10 tablets sheet	10	10
23	Gouze(Bandage Cloth)	1 Roll	roll	185	185
24	Electric Thermometer	2 Nos	No	100	200
25	Patient Register Book	1 No	No	100	100
26	Prescription Pad	1 No	No	50	50
TOTAL COST					4703.25

VIDYA VIKAS INSTITUTE OF ENGINEERING & TECHNOLOGY , MYSURU
Alanahalli Post, Mysuru-Bannur Road
Mysuru-570028

STUDENT HEALTH RECORD



Name of the Student: _____

Department: _____

USN: _____

Date of Admission: _____

ILLNESS RECORD

DATE	PERIOD OF ILLNESS	TYPE OF ILLNESS	DIAGNOSIS	FIRST AID TREATMENT DETAILS	REMARKS	PATIENT SIGNATURE	HEALTH INCHARGE SIGNATURE

PAST OR CHRONIC HEALTH HISTORY

DATE	PROBLEM	DETAILS OF REGULAR MEDICINES TAKEN	HEALTH INSTRUCTIONS & REMEDIES	PATIENT SIGNATURE	HEALTH INCHARGE SIGNATURE



Vidya Vikas Institute of Engineering & Technology
Mysuru-28

Transportation Request Form

Organization Name:

Faculty Name:

Contact Name:

Email Id:

Date:

Department:

Destination:

Time:

From

To:

Faculty Signature & Remarks:

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HoD Signature & Remarks:

Principal Signature & Remarks:

Transportation Manager Signature & Remarks:

Estate Officer Signature & Remarks:



Vidya Vikas Institute of Engineering & Technology
Mysuru-28

Maintenance Request Form

Organization Name:

Department:

Venue:

Date:

Department:

Time:

From

To:

Faculty Signature & Remarks:

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HoD Signature & Remarks:

Principal Signature & Remarks: