VASIREDDY VENKATADRI INSTITUTE OF TECHNOLOGY
(Affiliated to JNTU Kakinada, Approved by AICTE, New Delhi)
Accredited by NAAC with 'A' Grade, Accredited by NBA
An ISO 9001:2015 Certified Institution, Nambur:522508, Andhra Pradesh, India

MAINTENANCE PROCEDURES

For material management, in-out movement of material, procurement and maintenance operations VVIT has stringent policies and procedures which make it transparency and readiness of items for the best utilization by it interns.

- VVIT by its vision and mission always thrive to ensure the availability of de facto industry standard equipments and cutting-edge technological infrastructure in the institution for optimal utilization by the students.
- The procurement of all sorts of equipments from bell pin to generator is done via a flawless systematic procedure and maintenance of these infrastructural facilities is done using _**upkeep**_ **online Microsoft office maintenance software.**
- The proposals submitted by all departments at regular or special scenarios are centralized and are submitted for evaluation by the concerned Finance and other committees to ensure and assess the requirement of those items.
- After being approved by the Principal the quotations are invited. After the approval of the management the required items are purchased and entered in the stock register.
- **IQAC during the Audit** will verify the stock and its condition frequently and reports the Head of Institution. At the end of every financial year stock verification is also done by the college office.
- A transparent, fool-proof and swift on-line process is maintained along with manual process for repairs, replacements, relocations and repurchases of equipments regularly **using upkeep software.**
- **Material Management Committee** along with every relevant committee in their periodic meetings gets the reports on the equipments and their current condition. The committees look after the maintenance of concerned infrastructure for the safe and best utilization of that equipment.
- Every Laboratory is assigned with a senior concerned faculty member for looking after its maintenance and to report on demand about the utilization and condition of the equipment related.
- A dedicated **Hardware, Software and Networking Services team** takes care of computer labs and internet facilities Institute-wide along with the Departments of Computer Science & Engineering, Information Technology.
- For the Computer labs internal audit every end semester, makes them fit and ready for 24X7 usages.
- As per the norms of Technological Institution, a dedicated Librarian and team appointed for monitoring the library including issue, returns, stock etc. The department level libraries also follow a miniature of central library and maintained by department library in charge faculty with necessary operational files. The unique book bank facility to the poor and economically back ward students is maintained, where in all semester-wise books were given in advance to the semester and taken back at the end of semester. Library cards are issued to the students.

- **Library Management Committee** composed of professors from various departments will look after the Central library facilities and involves in suggesting new books for purchase etc.
- The Sports & Games department composed of 4 active physical Educational Trainers and supporting staff. The physical directors are highly qualified and engage the active, agile, acrobatic students with successful past sports history to excel further in their Sport/Game along with the career.
- **Sports Committee** composed of Professors and other faculty from every department will meticulously plan and organize the utilization of sports facilities and infrastructure without prejudice to the academics. The purchase of new equipment and procurement of additional sports arena for girls, indoor sports etc are done through proper channel by Head of Institution upon the approval and interests of Management.

All other common facilities such as Pure Drinking Water, Solar Power, Cultural Clubs, Hostel, Canteen, and Campus Security including Fire Safety etc are **best maintained with a passion** by the Institute and optimally utilized by the students.