MITE
Invent Solutions

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING
An ISO 9001: 2015 Certified Institution, Accredited by NAAC
(A unit of Rajalaxmi Education Trust®)
Affiliated to V.T.U., Belagavi, Approved by AICTE, New Delhi.

PROCEDURES & POLICIES FOR MAINTAINING FACILITIES

The college is spread over 74 acres of land and has a built-up area of 700000 Sq. ft. The college shows ardent interest in enhancing the ambiance through proper maintenance. The maintenance of the institution including landscaping and other allied works is looked after by a dedicated person with the help of electricians, plumbers and other workers. Any civil maintenance work is outsourced. Lab technicians under the supervision of lab in-charge to take care of maintenance of the equipment.

Maintenance is subdivided into:

☐ Electrical Maintenance

☐ IT Maintenance

☐ Civil Maintenance

☐ Equipment Servicing

☐ Class Rooms, Seminar Halls, Tutorial Rooms: The general cleaning is done under the purview of the maintenance department, technical maintenance through technicians under the Lab in-charge of Laboratories and equipment's.

☐ Technicians maintain the log book of the equipment and prepare preventive maintenance schedules, carry out regular maintenance and faculty in-charge oversees.

☐ On call external servicing for repair or breakdown is carried out on need basis.

Computers:

☐ Technician does the maintenance of systems and software under the purview of the faculty in-charge and System Administrator respectively.

☐ Major repairs by external service providers.

☐ Internet /Intranet: Maintained by the System Administrator and Programmers.The daily bandwidthusage, band width allocation, sharing etc. are maintained.

☐ Main Library: All the books are accessioned accordingly by the accession number of accession register and classified subject department wise and shelved in the racks. Easy-Lib software used for tracking the details.

Rasart 10/11/20

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Principal
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