



KASIREDDY NARAYANREDDY COLLEGE OF ENGINEERING & RESEARCH.


(Approved by AICTE & Affiliated to JNTUH)

Abdullapur (V), Abdullapurmet (M), R.R Dist, 501505, Telangana, INDIA.

Email : principal@knrcer.ac.in ; website: www.knrcer.ac.in

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

S.No	Content	Page No
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PRINCIPAL
KASIREDDY NARAYAN REDDY COLLEGE
OF ENGINEERING AND RESEARCH
Abdullapur (V), Hayathnagar (M),
R.R. District-501 505.



KASIREDDY NARAYANREDDY COLLEGE OF ENGINEERING & RESEARCH.

(Approved by AICTE & Affiliated to JNTUH)


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MAINTENANCE POLICY

1. INTRODUCTION

Kasireddy Narayanreddy College Of Engineering & Research owns and operates an extensive infrastructure to deliver its teaching, learning and research programs. The institution has structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities. The physical facilities are maintained by Maintenance team, which comprises skilled faculty for supervision and lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Departments. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc. The request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team will attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers. If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Comparative statement will be prepared and submitted to the Principal with the recommendations of the respective HOD. The maintenance team members monitor the maintenance and cleanliness of the buildings, classrooms, labs furniture, campus ground, sports facilities, staff lounge students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by then-house team and available during day time in all working days roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filling and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages.


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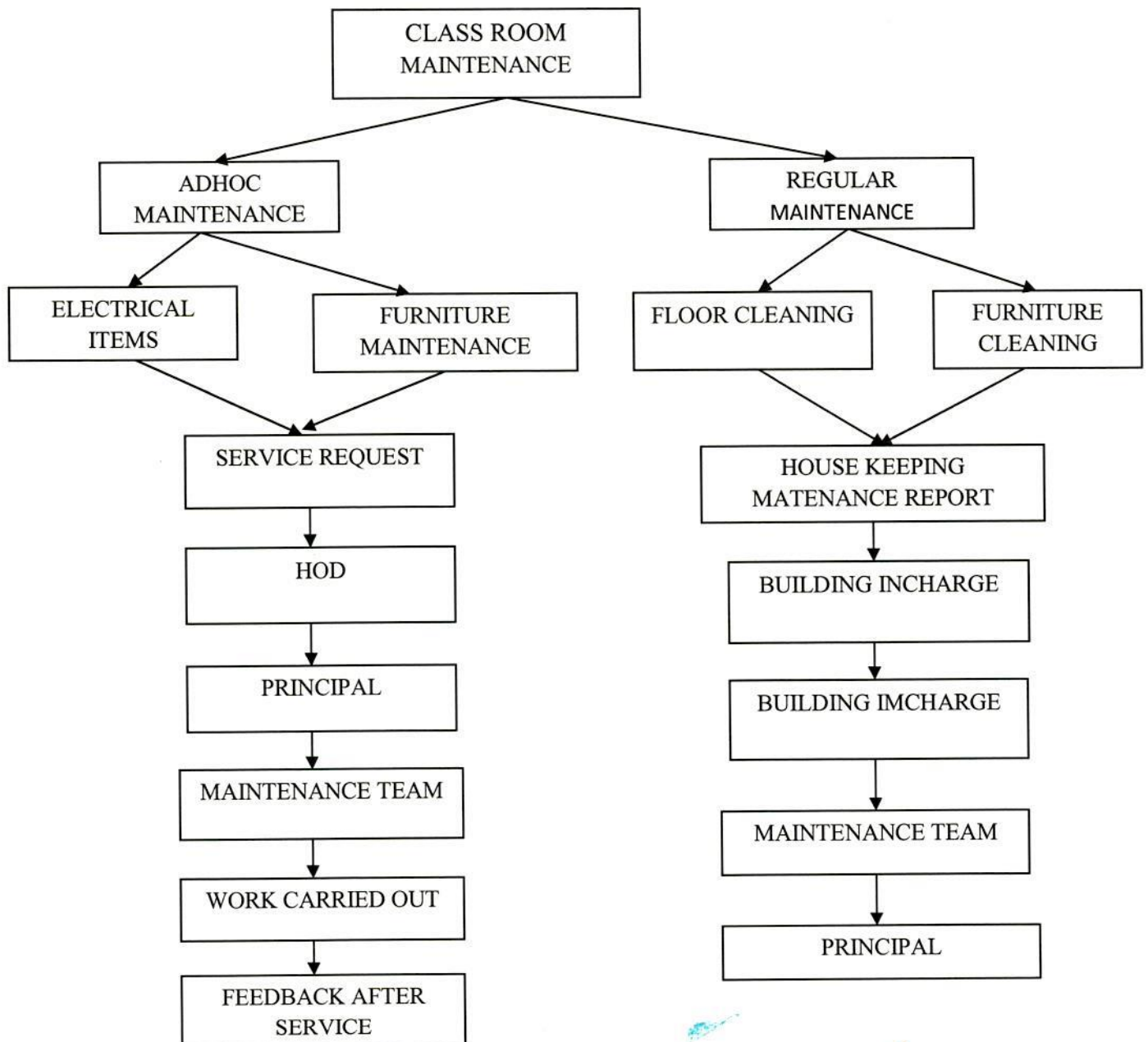
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2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with the furniture teaching aids and laboratories are maintained by the respective department faculties and assistants. The in-charge and lab assistants take care of the respective laboratories.



FLOW CHART FOR CLASSROOM MAINTENANCE

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3. MAINTENANCE AND UTILISATION OF LIBRARY

The library staff is clearly instructed in the care under handling of library documents particularly during processing, shelving under conveyance of documents. The following steps need to be taken: Bound volumes are needed 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 it 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 discs should not be kept open or near any magnetic or electric equipment i.e. tape recorders, air conditioners, etc. such material should be kept In a dust free, temperature and humidity control 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. Repellents are used to save materials from rats.

4. MAINTENANCE OF COMPUTING FACILITIES

The computer science department and maintenance team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrators. To minimize waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by the system administration department of the college.

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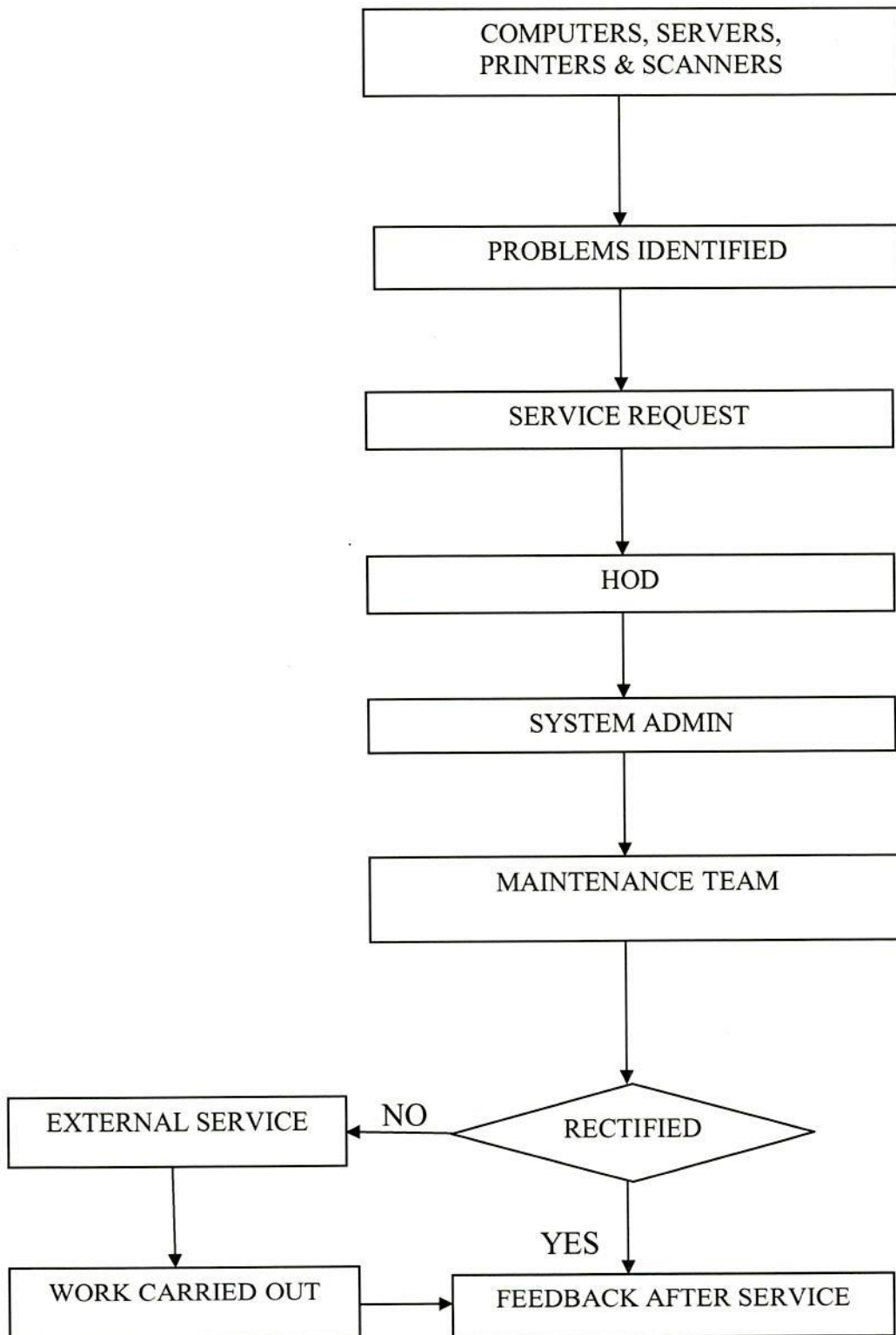


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FLOW CHART FOR COMPUTER MAINTENANCE

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5. MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, maintenance registers and log books are maintained in the respect to laboratories to report entries under defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HoDs time to time enhancing their technical skills.


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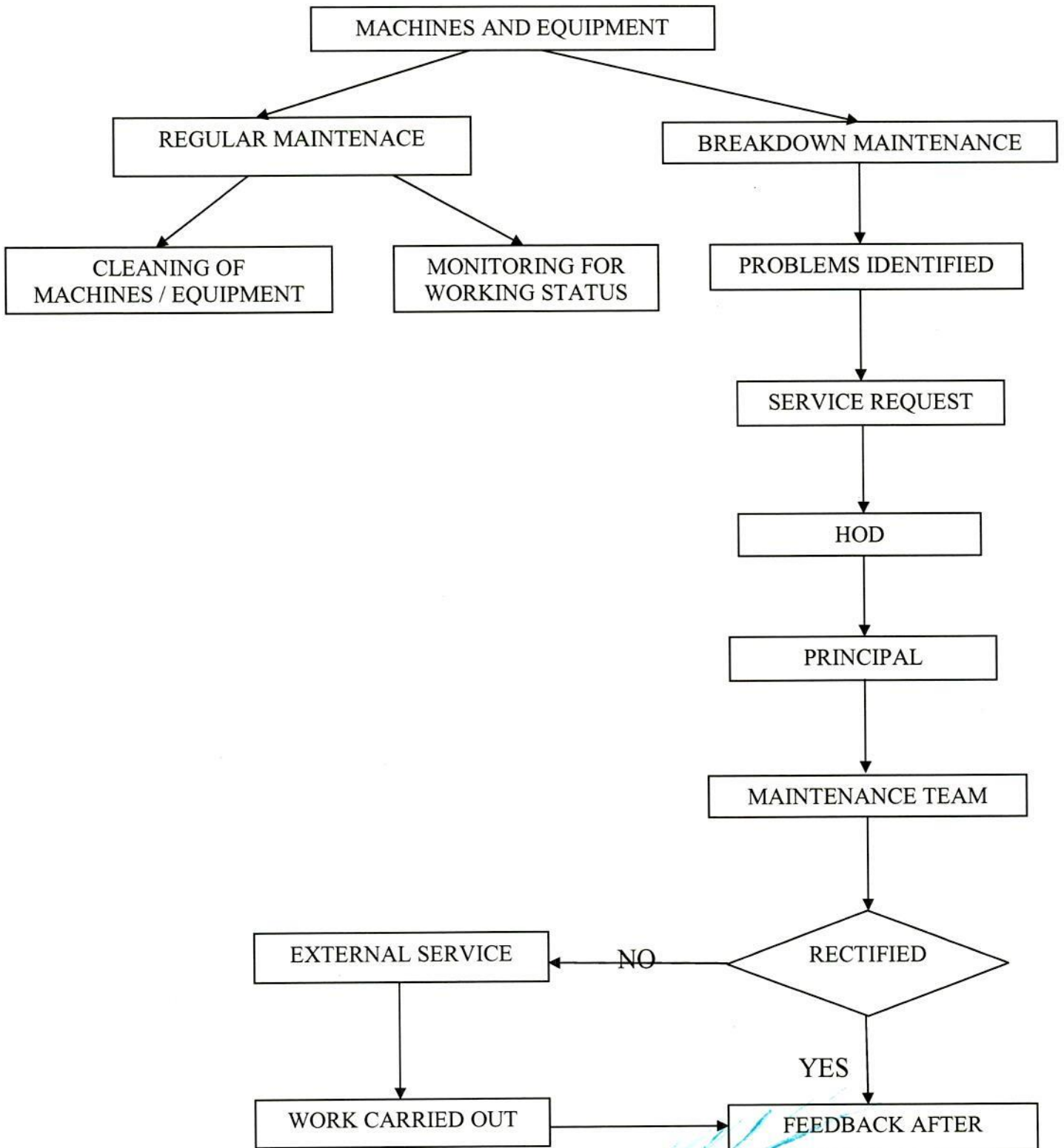


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FLOW CHART FOR MACHINE AND EQUIPMENT MAINTENANCE

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6. 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 of the tank 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 clean every month. Fire extinguishers are installed in various blocks are maintained by the respect departments. Amenities like canteen, stationary shop and reprography accessible for all stakeholders are maintained by respect service providers. Our campus is under surveillance and the facility is taken care by the system administrator and with the service providers.

7. ANNUAL STOCK CHECKING

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

8. DAY-TO-DAY EMERGENCY MAINTENANCE

Day-to-day maintenance includes daily running repairs like replacing light bulbs repairing water leakages leaking water pipes apps wolveres on it turns cleaning blocker drains repairing locks under door handles and other minor repairs that necessitate day-to-day maintenance checks are taken care of by the team members.


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Computer Maintenance Agreement

This agreement is hereby entered into on 01-04-2021 by **KASIREDDY NARAYANREDDY COLLEGE OF ENGINEERING & RESEARCH**, ABDULLAPURMET, R.R DIST, TELANGANA and SM Enterprises for the purpose of confirming in mutual agreement regarding the terms under conditions of computer maintenance services to be performed during a 24 months, with the option to renew.


CLIENT NAME	CONSULTANT NAME
KASIREDDY NARAYANREDDY COLLEGE OF ENGINEERING & RESEARCH Address: Abdullapurmet, R.R Dist, Telangana	SM Enterprises Tarnaka, secunderabad, Hydearabad, Telangana

Both parties agree to the following terms:

SERVICES PERFORMED

The consultant shall perform these services

1. Keep existing computer system in a good repair
2. Upgrade servers when requested by the client
3. Set up and maintain printing equipment
4. Provide client with recommendations for hardware and softwares
5. Install uninstall configure or remove hardware and software as requested by client
6. Install and maintain protective measures against viruses
7. Install and maintain server backup system
8. Check proper placement and working of firewalls and routers frequently
9. Install and maintain network cables
10. Offer limited software training to employees


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PAYMENT

The payment will be done promptly as in when the need arises depending upon the compilation of work in the stipulated time period.

Expenses

The consultant shall be reimbursed by the client but expenses related to the service including

1. Travel beyond normal commuting
2. Telephone and fax charges
3. Postage and delivery
4. Printing and reproduction expenses
5. Any other expenses must be approved by the client

Termination

1. Each party resource the right to terminate this agreement provided Everett and the today's notice of termination he submitted to the other party
2. The consultant shell receive payment for all services performed prior to termination

Liability

1. Neither the client nor consultant shall be liable in the event of profit loss or damages incurred by either party

The undersigned agreed to these terms

Kasireddy Narayanreddy College Of Engineering & Research

Name of signatory: DR. P. SATISH REDDY

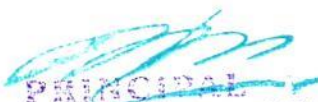
Name of signatory : K. SUDHEER

Signature : 

Signature : _____

Date : 1/4/2022

Date : _____


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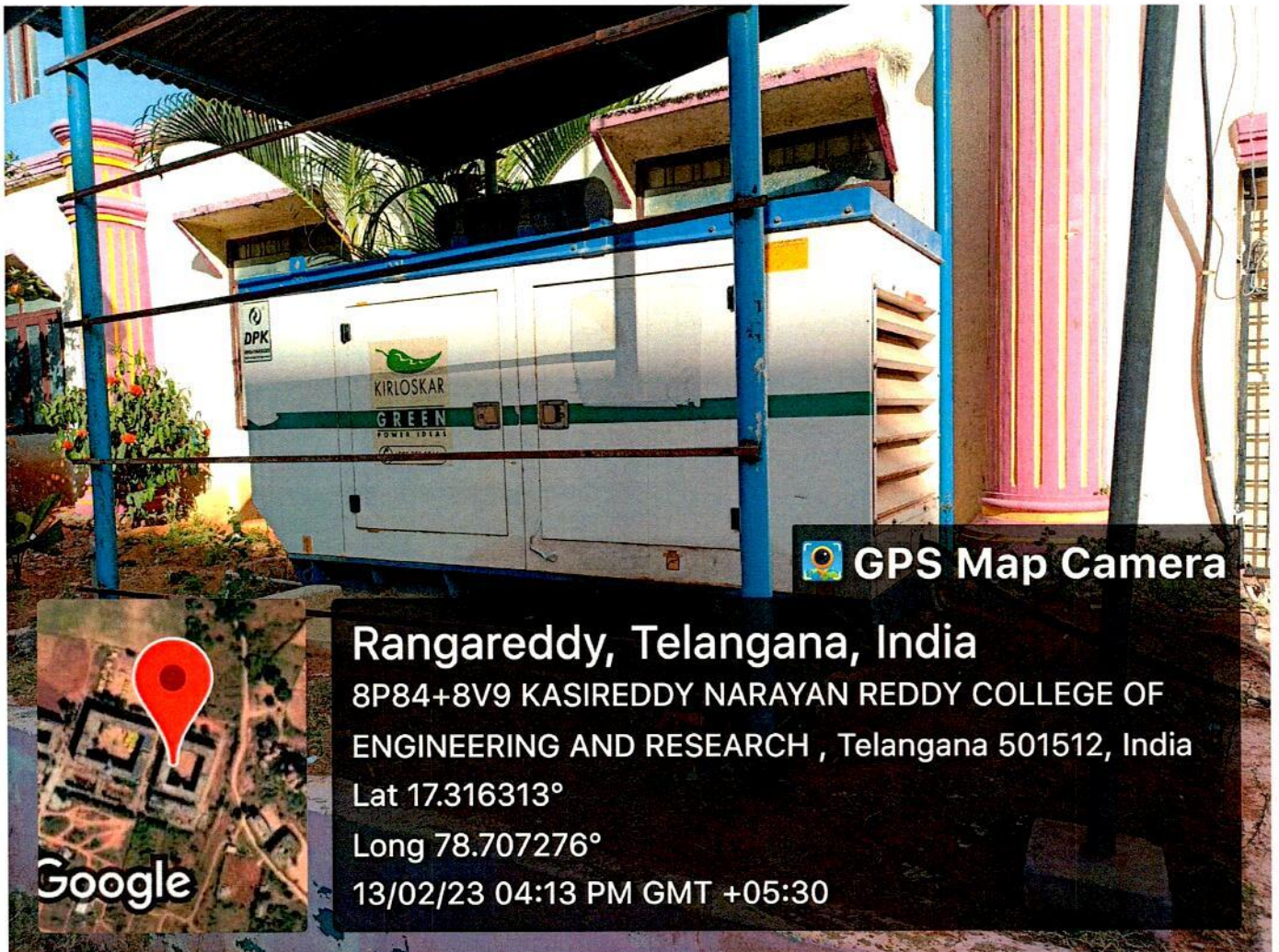


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 **GPS Map Camera**

Rangareddy, Telangana, India

**8P84+8V9 KASIREDDY NARAYAN REDDY COLLEGE OF
ENGINEERING AND RESEARCH , Telangana 501512, India**

Lat 17.316313°

Long 78.707276°

13/02/23 04:13 PM GMT +05:30

Generator

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R.R. District-501 505.

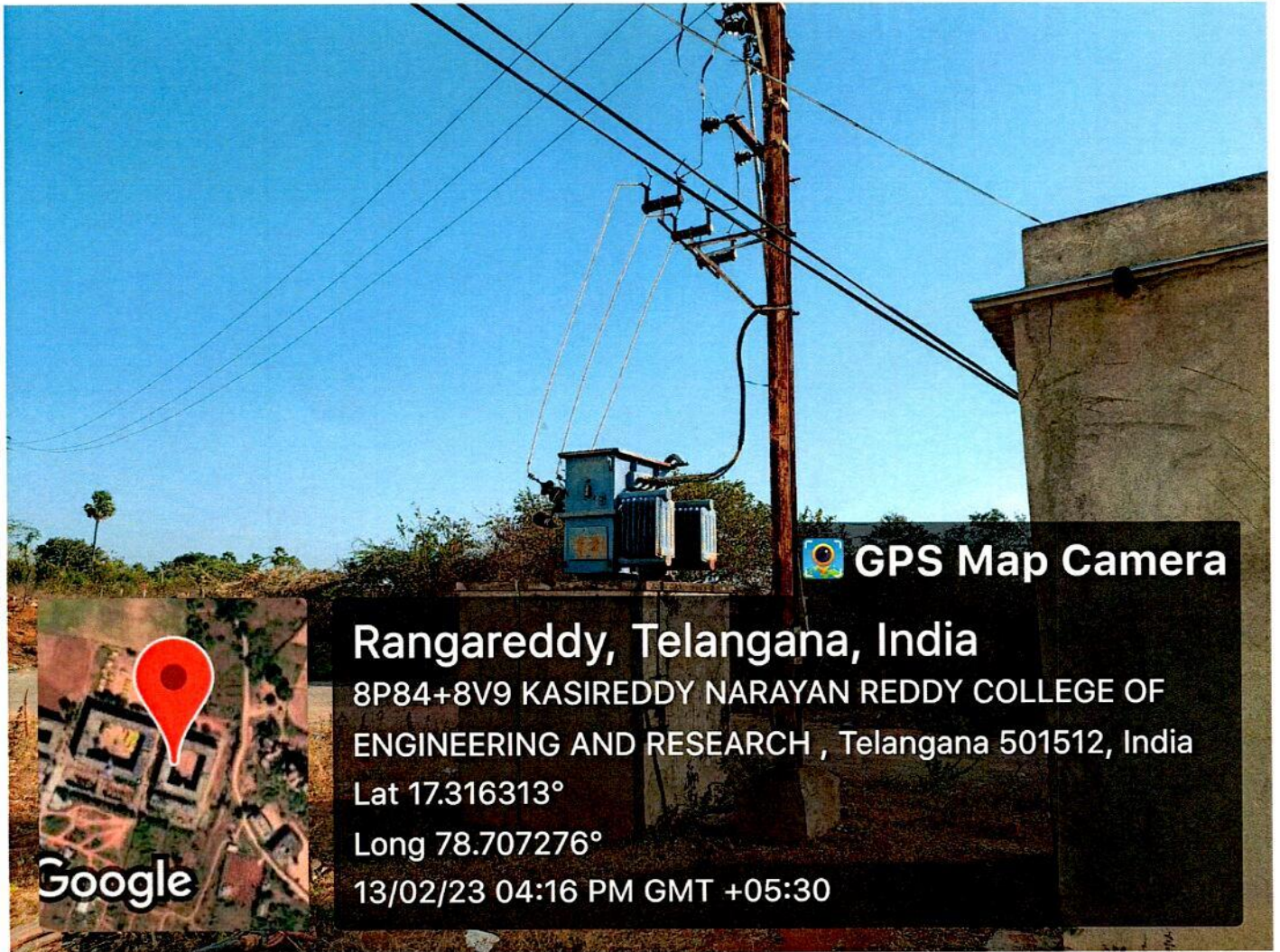


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Electric Transformer

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Parking


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Rangareddy, Telangana, India

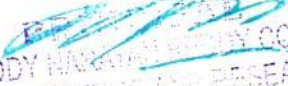
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Long 78.707285°

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Mineral Water


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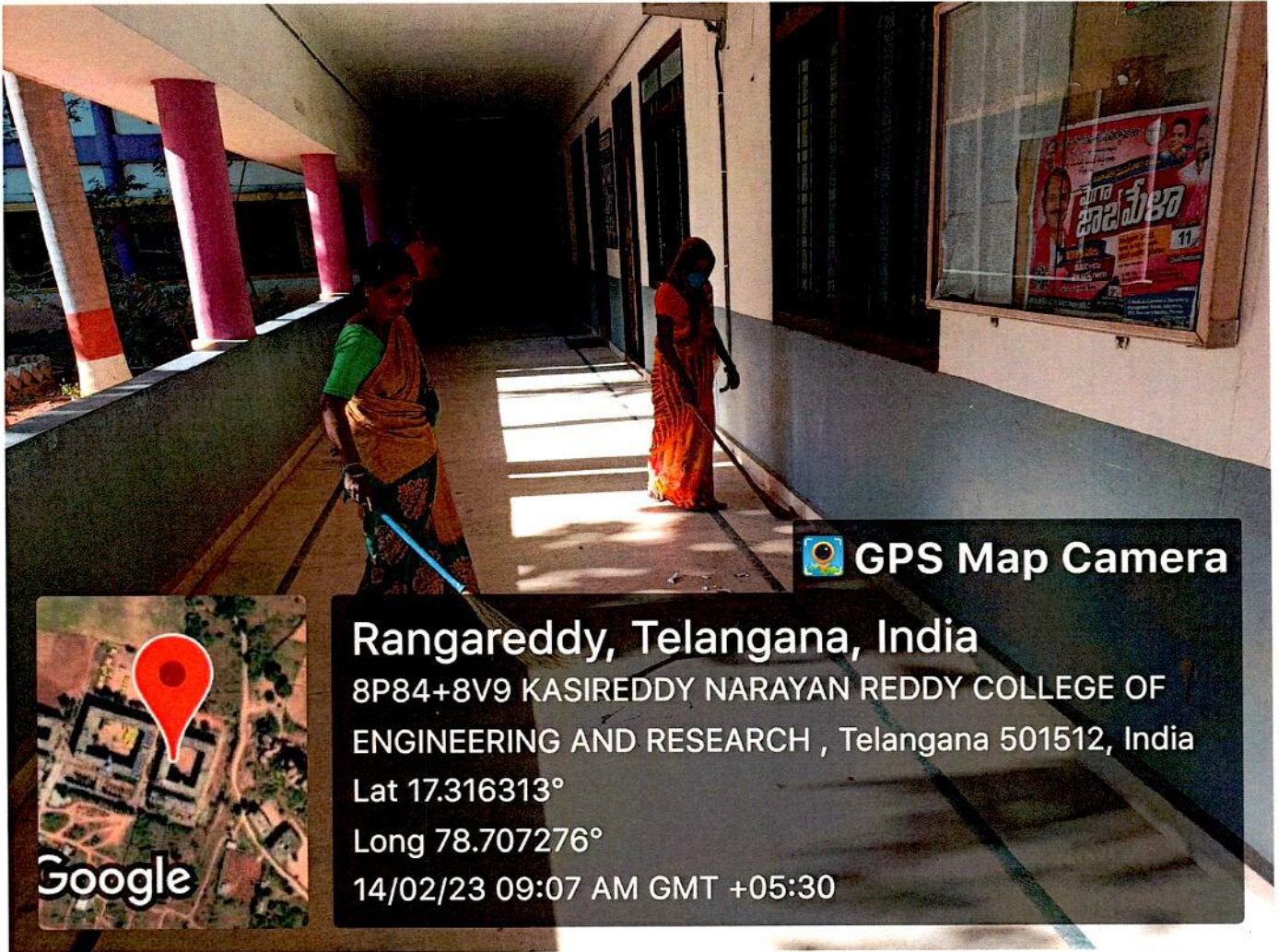


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14/02/23 09:07 AM GMT +05:30

Floor Cleaning


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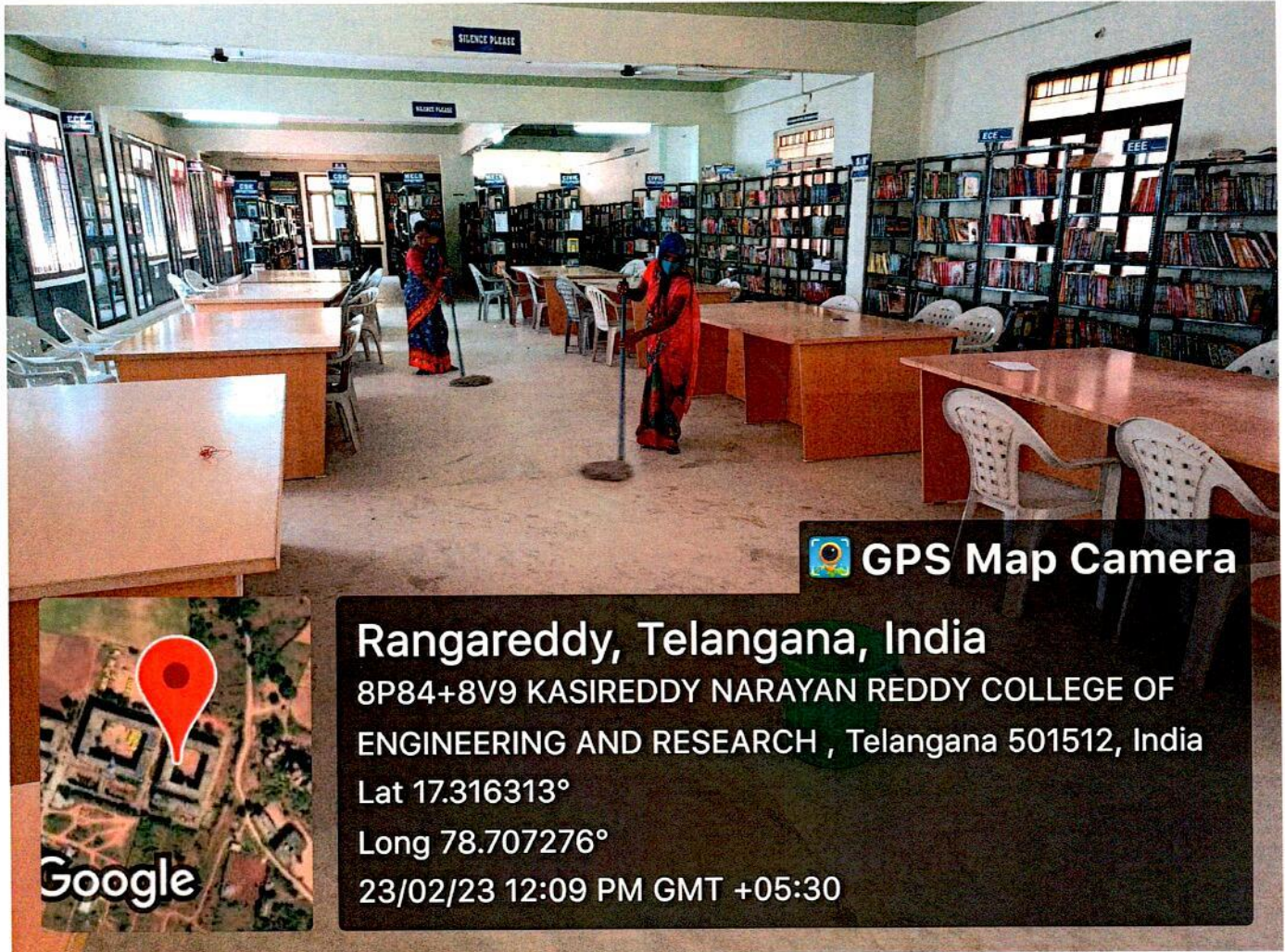


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Library Cleaning

[Handwritten Signature]
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Gardening


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Transport

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Fire Extinguisher


KASIREDDY NARAYANREDDY COLLEGE
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Abdullapur (V), Abdullapurmet (M)
R.R. District 505.



SM ENTERPRISES

12-5-12/6, Vijaypuri, Tarnaka, Secunderabad - 500 017.

Cell : 98483 22311, 90000 00571

E-Mail : smenterprises.pc@gmail.com

Ref: SM/KNCER/22-23

Date: 01-04-2022.

To,
Kasireddy Narayanreddy College of Engineering and Research
Abdullapur (V), Abdullapurmet Rangareddy

Sub: - Annual Maintaince Contract for Service from 01.04.2022 to 31.03.2023.

How much good the system will be, it is necessary that periodic maintenance has to be done to derive a long and trouble free service. Which in view to avoid this, we are offering **Annual Maintenance Contract for Monthly Basis.**

Terms & Conditions:

- 01 The essence of the contract is that our Service Engineer will visit your place whenever you will face a problem and check up the system. Incase of any major repair he will bring to our service center where this can be properly serviced. All breakdown calls will be attended free of cost. **The contract covers non comprehensive i.e., only for service for 600 Computers, and Network maintenance Total = Rs. 16,000/- (Rs. Fourteen Thousand only.)**
- 02 Replacement of spares/parts will be charged extra. The AMC shall provide on-call service for the system for a period of one year from the date of commencement of contract.
- 03 We will not held responsible any time to honour the agreement if it is found that the customer does not house the system in the environmental conditions specified by us for effective functioning of the system, viz input power 230 = or -10% with less than 5V between earth and neutral points, room temperature within 28 C humidity 50Hg + or -10%.
- 04 The contract shall not be revoked/terminated during the currency of the contract. In case of breach of the terms and conditions of the contract. We are not liable to give any pro-rata refund of the AMC charges paid under the contract.
05. This agreement shall be governed by laws and shall be subject to the jurisdiction of Secunderabad courts only.

We trust that you will avail this AMC for a trouble free operation and give us an opportunity to be of service to you.

Thanking you

For SM Enterprises

I have read & understood the terms & accept

Receiver's Signature.



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KASIREDDY NARAYANA REDDY COLLEGE OF ENGINEERING AND RESEARCH

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MAR 2023

EXPENDITURE		AMOUNT	INCOME		AMOUNT
To	Staff Salaries	9,88,44,171	By	Fees Receipts	13,72,69,690
To	Financial Charges	85,91,431	By	Other Income	1,51,192
To	Free Ships	27,18,000	By	Consultancy Projects	3,00,000
To	Vehicle Maintainance Disel&Petrol	12,65,006	By	Endowments	2,00,000
To	Common Services & Affiliation Charges	51,83,100	By	Alumini	95,000
To	Conveyance	47,471			
To	Repairs & Maintenance (Others)	19,33,478			
To	Building Repairs And Maintenance	52,79,510			
To	Computer Repairs And Maintenance	14,12,657			
To	Bank Charges	28,112			
To	Bio Gas	10,000			
To	Green Environment & Energy Audit	37,500			
To	Vehicle Repairs & Maintenance	2,58,010			
To	College Maintenance	4,55,552			
To	Electricity Expenses	5,95,392			
To	Telephone & Internet Expenses	5,27,000			
To	ISO	25,000			
To	Library	3,60,000			
To	Mobilisation Fund	1,80,000			
To	Printing And Stationary	66,576			
To	Transportation Charges	26,780			
To	Seed Amount	2,10,000			
To	Rates & Taxes	1,95,297			
To	Postal & Courier Charges	4,300			
To	Sports items	710			
To	Exam Fee	29,73,397			
To	Registration and Membership Fee	72,570			
To	Vehicle Insurance	1,46,316			
To	Welfare & Medical Expenses	2,07,144			
To	NAAC Fees	2,08,937			
To	Insurance	2,01,604			
To	Depreciation	1,34,59,244			
To	Excess of Income Over Expenditure	-75,08,383			
		13,80,15,882			13,80,15,882

for N R G & Co.,
Chartered Accountants

KSVS NAARAYANA
Partner

PLACE : HYDERABAD
DATE : 31.08.2023



for BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY

Secretary

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KASIREDDY NARAYANA REDDY COLLEGE OF ENGINEERING AND RESEARCH

BALANCE SHEET AS AT 31.03.2023

LIABILITIES	AMOUNT	ASSETS	AMOUNT
LOAN FROM SOCIETY	37,92,68,015	FIXED ASSETS	
RESERVES AND SURPLUS	(13,77,17,870)	Gross Block	31,15,68,219
PROVISION FOR EXPENSES	62,29,188	Less: Depreciation	19,54,08,358
SUNDRY CREDITORS	34,36,597		11,61,59,861
		DEPOSITS	
		Fixed Deposit	10,000
		CASH & BANK BALANCES	8,65,154
		FEES RECEIVABLE	13,41,80,627
		TDS ON OTHER INCOME	290
	25,12,15,930		25,12,15,930

for BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY

for N R G & Co.,
Chartered Accountants

KSVS NAARAYANA
Partner



[Handwritten Signature]

Secretary

PLACE : HYDERABAD

DATE : 31.08.2023

PRINCIPAL
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OF ENGINEERING AND RESEARCH
Abdullapuram, Hyderabad (M).
R. E. Office No. 505

KASIREDDY NARAYANA REDDY COLLEGE OF ENGINEERING AND RESEARCH

Annexure - 1

FIXED ASSETS AND DEPRECIATION

Description	DEPRECIATION ON FIXED ASSETS						W.D.V. as on 31.03.2022	Rates		
	Gross Block		Additions 2022-23		Totals				Depreciation During the Year	
	31.03.2022	Before 180 Days	After 180 Days	Deletions	31.03.2023	Till 31.03.2022				
Land	50,86,042			1,51,388	49,34,654	0	0	49,34,654	50,86,042	0%
Building	23,88,72,189				23,88,72,189	12,78,87,659	1,10,98,453	13,99,86,112	11,09,84,529	10%
Books	46,96,227	1,81,839	73,660		49,51,726	46,88,257	2,26,640	49,14,896	7,971	100%
Computers	2,02,78,795				2,02,78,795	1,95,75,048	2,81,499	1,98,56,547	4,22,248	40%
College Equipments	16,84,217	2,12,188			18,96,405	9,94,682	1,35,257	11,29,949	7,66,456	15%
Furniture	37,10,574				37,10,574	20,71,853	1,63,872	22,35,725	14,74,849	10%
Generator	3,19,311				3,19,311	2,80,704	5,791	2,86,495	38,607	15%
Lab Equipments	2,21,55,146				2,21,55,146	1,46,80,340	11,21,221	1,58,01,561	74,74,806	15%
Office Equipment	4,87,495				4,87,495	4,08,667	11,824	4,20,491	78,828	15%
Software	10,69,759				10,69,759	9,71,028	39,492	10,10,521	98,731	40%
Ups	20,60,342				20,60,342	13,66,827	1,04,027	14,70,854	6,93,515	15%
Vehicles	1,04,87,823				1,04,87,823	88,03,957	2,52,580	90,56,536	16,83,866	15%
Transformer	40,000				40,000	30,735	1,390	32,125	7,875	15%
Xerox Machines	3,04,000				3,04,000	1,89,347	17,198	2,06,545	97,455	15%
	31,12,51,920	3,94,027	73,660		31,15,66,219	18,19,49,115	1,34,59,244	19,54,08,358	11,61,59,881	12,93,02,805

(Signature)

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