



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.

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PRINCIPAL
KASIREDDY NARAYANREDDY COLLEGE
OF ENGINEERING AND RESEARCH
Abdullapur (V), Hayathnagar (M).
R.R. District-501 505.



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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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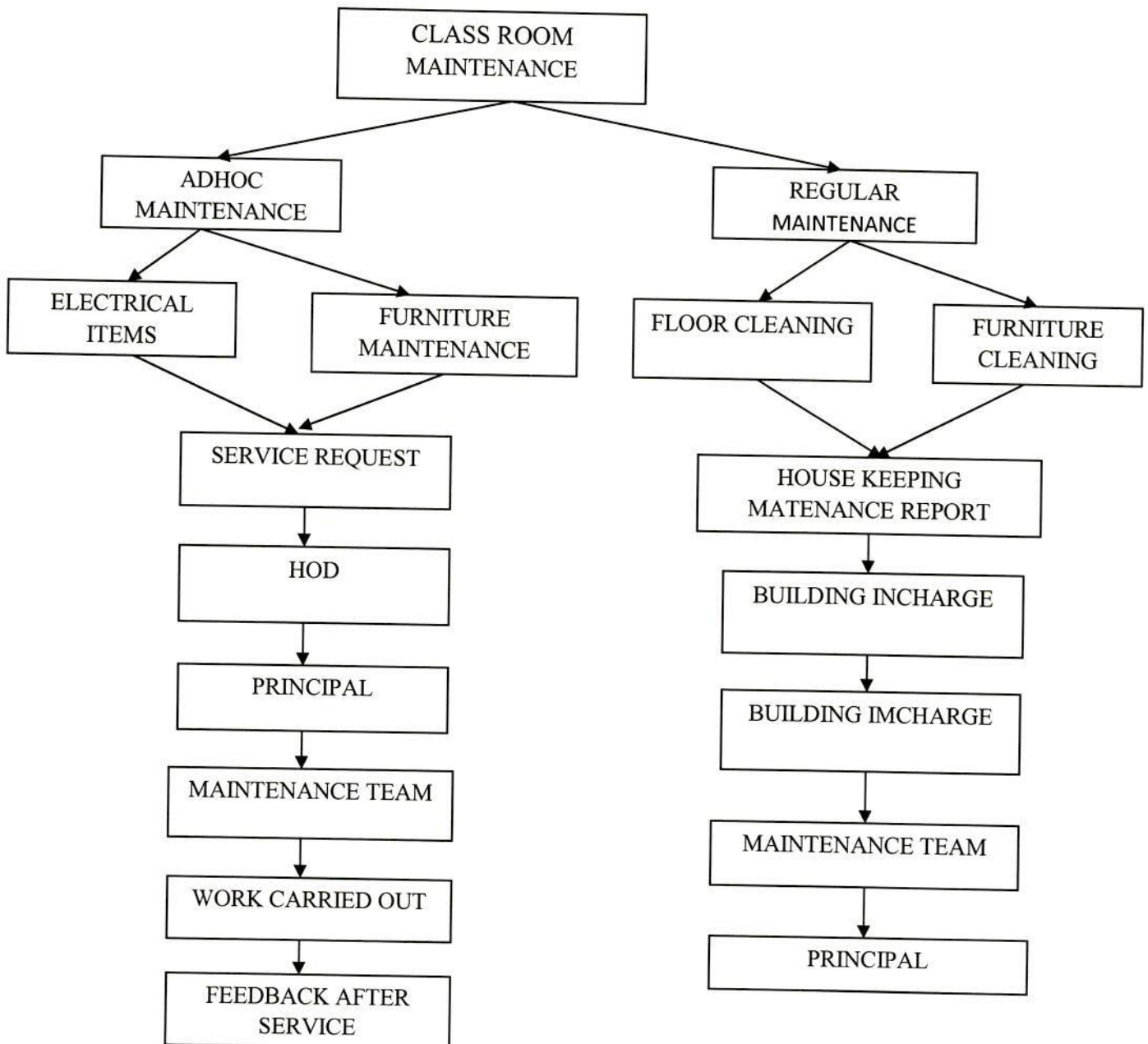
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2. MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

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 MIANTENANCE

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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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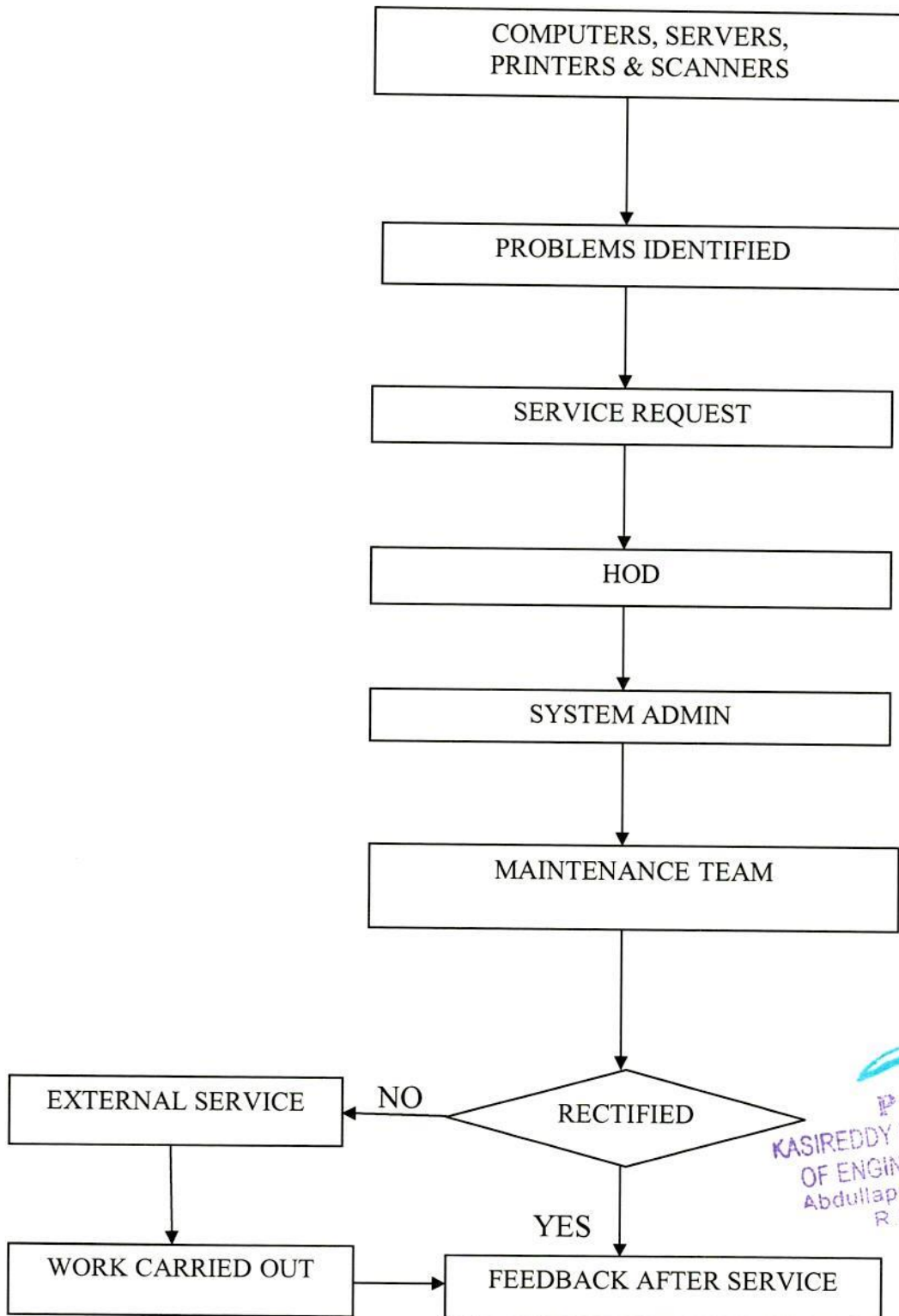


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FLOW CHART FOR COMPUTER MAINTENANCE



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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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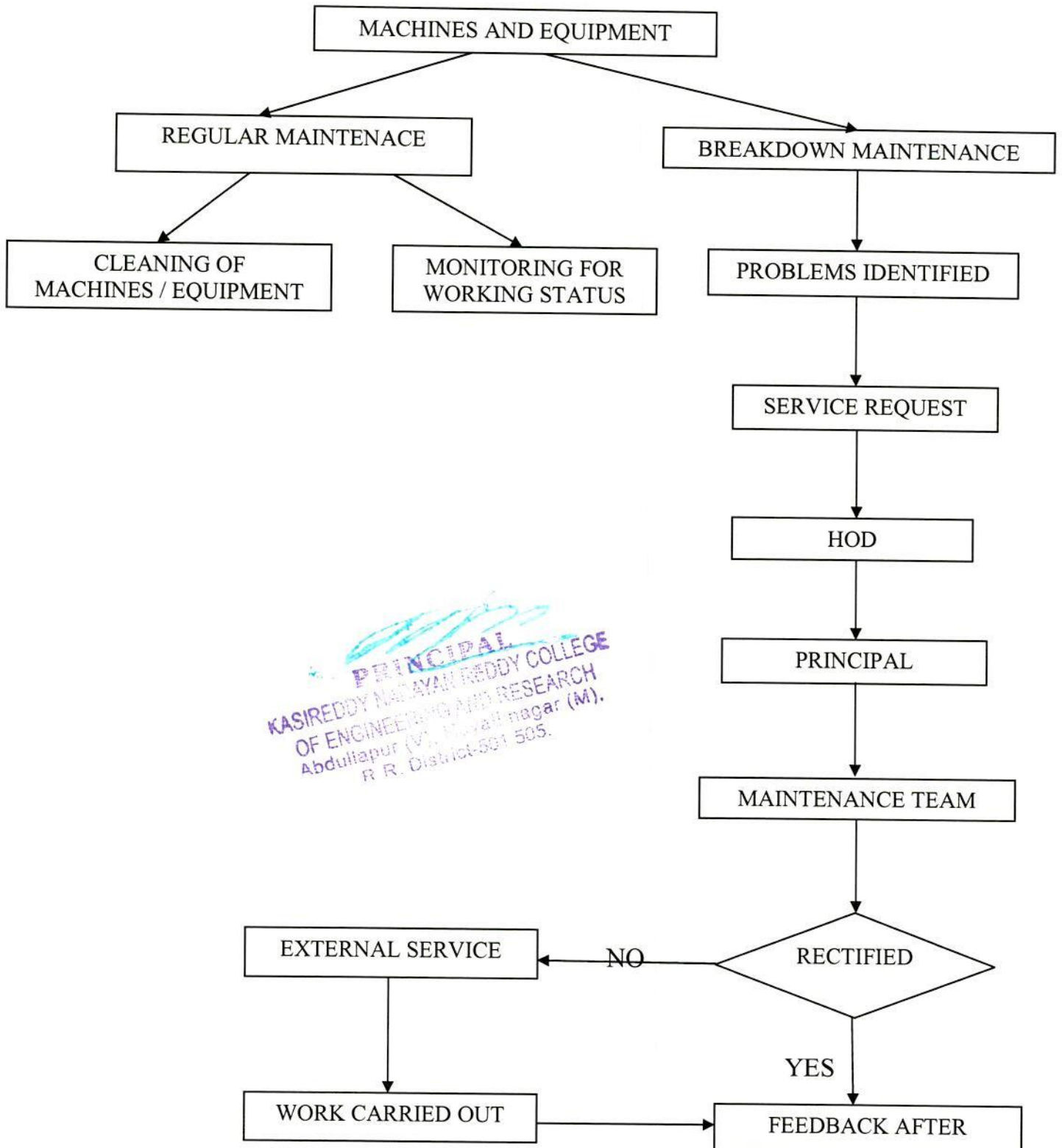


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FLOW CHART FOR MACHINE AND EQUIPMENT MAINTENANCE



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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 wolvles 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]

Signature : _____

Date : 1/4/2023

Date : _____

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Generator

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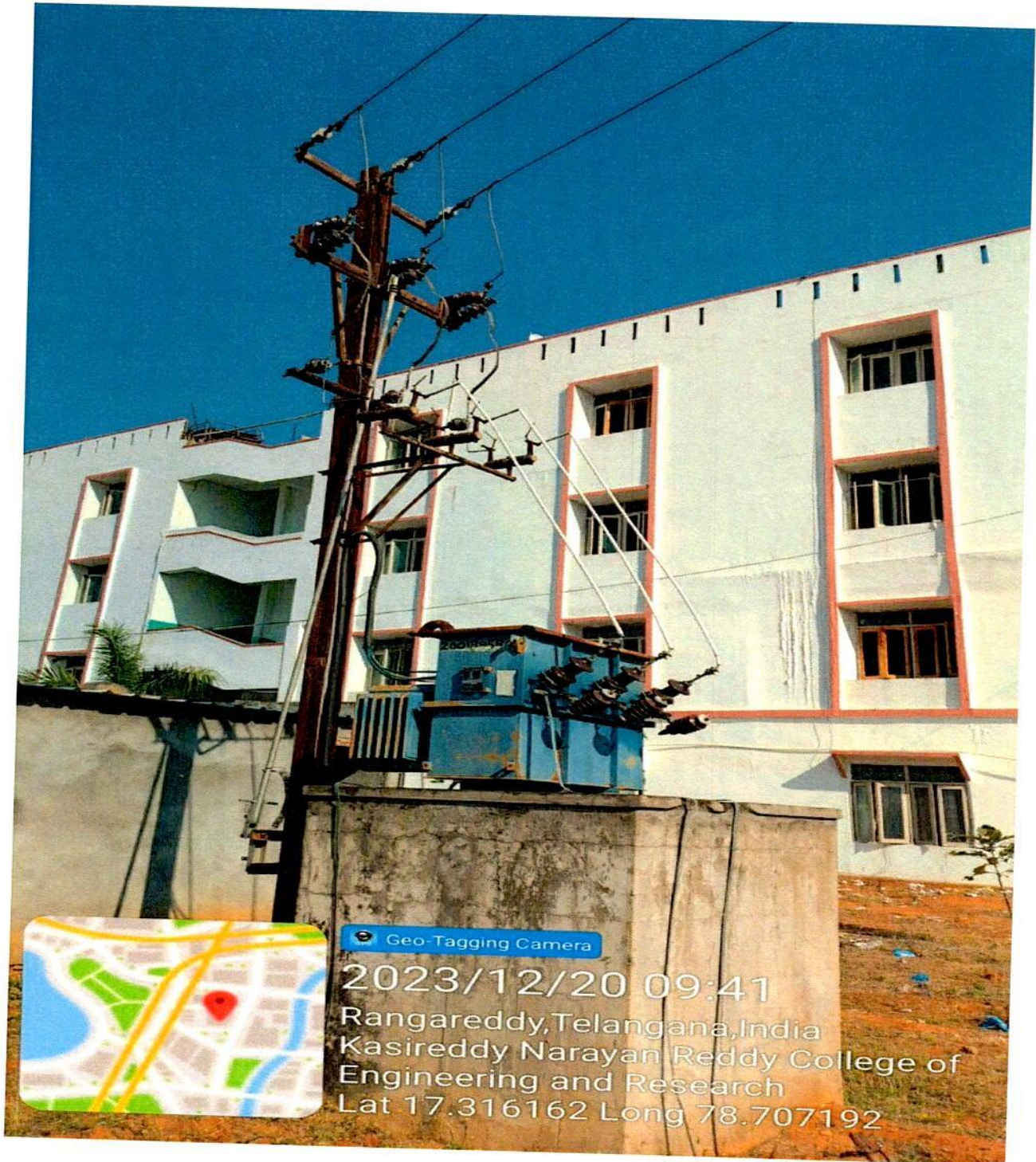


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Electric Transformer

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Parking

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Mineral Water

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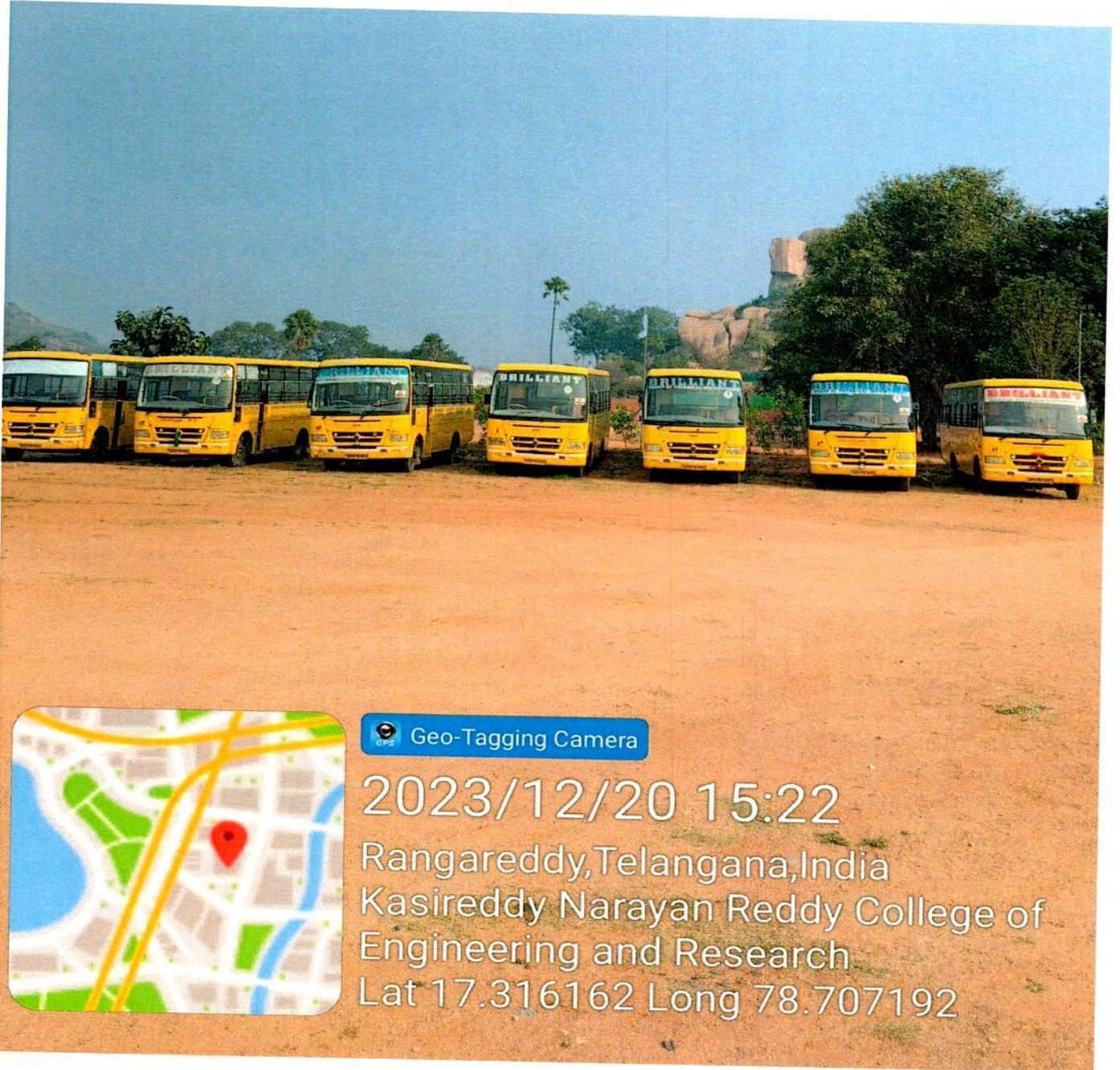


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Geo-Tagging Camera

2023/12/20 15:22

Rangareddy, Telangana, India
Kasireddy Narayan Reddy College of
Engineering and Research
Lat 17.316162 Long 78.707192

Transport

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Rangareddy, Telangana, India

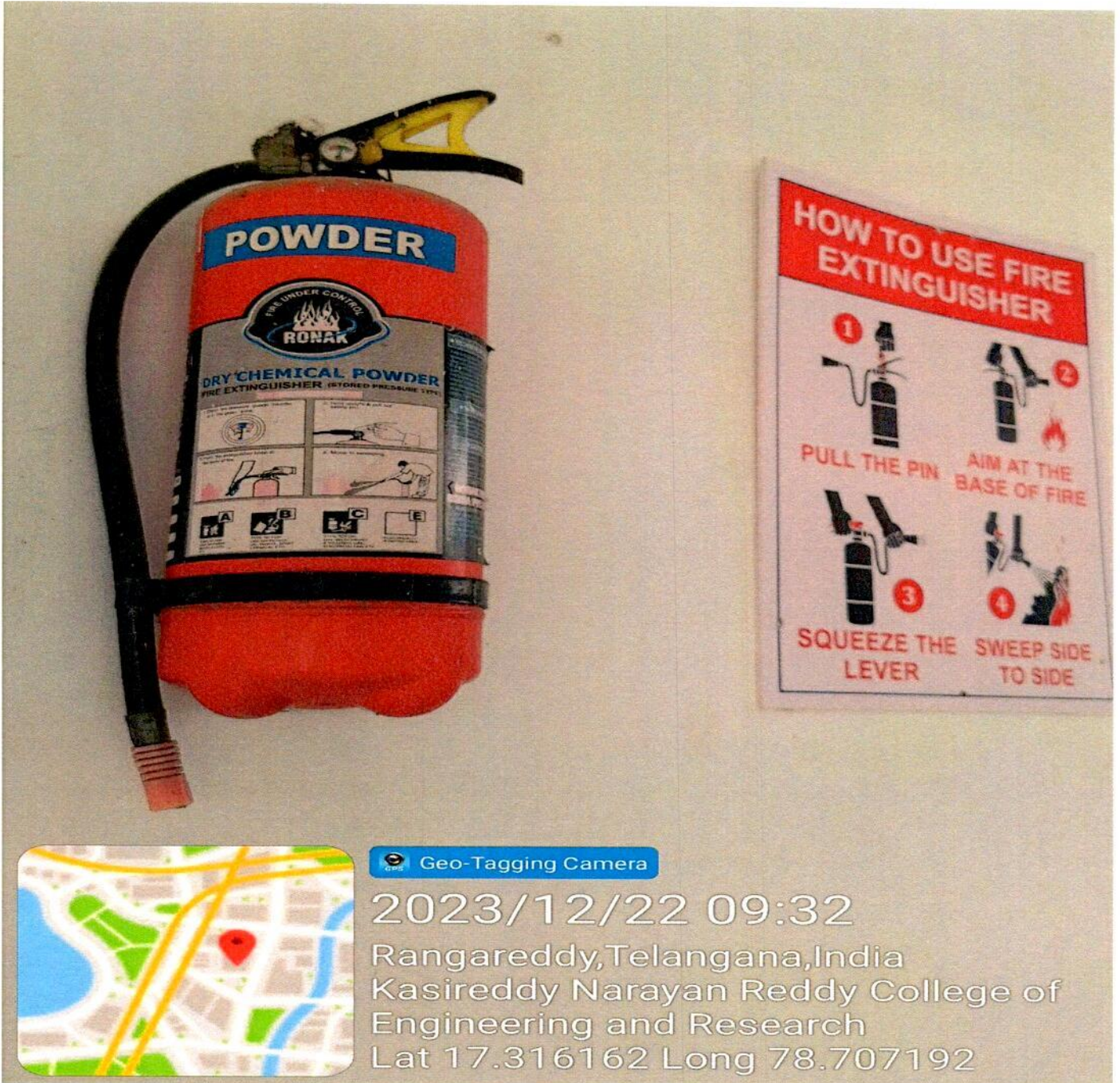


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Fire Extinguisher

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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/23-24

Date: 01-04-2023.

To,

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

Sub: - Annual Maintaince Contract for Service from 01.04.2023 to 31.03.2024.

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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R. N. D. No. 12-5-12/6-500

KASIREDDY NARAYANA REDDY COLLEGE OF ENGINEERING AND RESEARCH

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31 MAR 2024

EXPENDITURE		AMOUNT	INCOME		AMOUNT
To	Staff Salaries And Benefits	10,58,90,355	By	Fees Receipts	13,59,02,770
To	Financial Charges	89,47,706	By	Other income	1,71,414
To	Free Ships	28,53,900	By	Consultancy Projects	9,00,000
To	Vehicle Maintainance Disel&Petrol	13,52,659	By	Endowments	2,50,000
To	Common Services & Affiliation Charges	41,19,002	By	Alumini	1,00,000
To	Conveyance	28,350			
To	E-Cap	1,55,000			
To	Repairs & Maintenance (Others)	32,88,687			
To	Building Repairs And Maintenance	43,15,607			
To	Computer Repairs And Maintenance	14,44,980			
To	Bank Charges	31,492			
To	Bio Gas	10,000			
To	Green Environment & Energy Audit	37,500			
To	Vehicle Repairs & Maintenance	6,48,834			
To	College Maintenance	20,79,421			
To	Electricity Expenses	2,58,664			
To	Telephone & Internet Expenses	5,55,768			
To	ISO	25,000			
To	Library	3,78,000			
To	Mobilisation Fund	1,89,000			
To	Printing And Stationary	2,51,265			
To	Rates & Taxes	4,34,911			
To	Postal & Courier Charges	20,500			
To	Sports Items	22,463			
To	Seed Amount	2,20,500			
To	Exam Fee	43,62,490			
To	Registration and Membership Fee	1,25,670			
To	Welfare & Medical Expenses	2,17,501			
To	NAAC Fees	-44,542			
To	Depreciation	1,24,52,051			
To	Excess of Income Over Expenditure	-1,73,48,550			
		13,73,24,184			13,73,24,184

for NRG & Co.,
Chartered Accountants

KSVS NAARAYANA
Partner

PLACE : HYDERABAD
DATE : 29.09.2024



for BRILLIANT-GRAMMAR SCHOOL EDUCATIONAL SOCIETY

Secretary

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Abdullapur (A) ...

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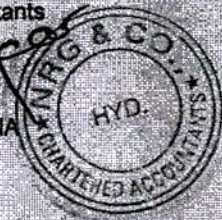
BALANCE SHEET AS AT 31.03.2024

LIABILITIES	AMOUNT	ASSETS	AMOUNT
LOAN FROM SOCIETY	41,08,31,085	FIXED ASSETS	
RESERVES AND SURPLUS	(15,50,66,420)	Gross Block	31,54,29,360
PROVISION FOR EXPENSES	1,48,80,143	Less: Depreciation	20,78,60,409
SUNDRY CREDITORS	42,75,073		10,75,68,950
		DEPOSITS	
		Fixed Deposit	5,30,941
		CASH & BANK BALANCES	9,64,078
		FEES RECEIVABLE	16,58,55,622
		TDS ON OTHER INCOME	290
	27,49,19,881		27,49,19,882

for BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY

for N R G & Co.,
Chartered Accountants

KSVS NAARAYANA
Partner



(Handwritten Signature)

Secretary

PLACE : HYDERABAD
DATE : 29.09.2024

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KASIREDDY NARAYANA REDDY COLLEGE OF ENGINEERING AND RESEARCH
Annexure - 1

FIXED ASSETS AND DEPRECIATION

Description	DEPRECIATION ON FIXED ASSETS						Totals	Depreciation		W.D.V. as on 31.03.2024	W.D.V. as on 31.03.2023	Rates	
	Gross Block		Additions 2023-24		Deletions			During the Year					TOTAL
	31.03.2023	Before 180 Days	After 180 Days	Deletions	31.03.2024	Till 31.03.2023		Year					
Land						49,34,654	0	0	0	49,34,654	49,34,654	0%	
Building	23,88,72,189					23,88,72,189	13,89,86,112	99,88,608	14,89,74,720	8,98,97,469	9,98,88,077	10%	
Books	49,51,728					49,51,728	49,14,896	36,830	49,51,728	0	36,830	100%	
Computers	2,02,78,785	4,84,250	5,33,110			2,13,06,165	1,98,66,847	4,73,221	2,03,29,768	9,76,387	4,22,248	40%	
College Equipments	18,96,405	1,96,781	6,00,000			26,93,188	11,29,849	1,89,465	13,19,435	13,73,751	7,68,456	15%	
Furniture	37,10,574					37,10,574	22,35,725	1,47,485	23,83,210	13,27,364	14,74,849	10%	
Generator	3,19,311					3,19,311	2,86,495	4,922	2,91,418	27,993	32,816	15%	
Lab Equipments	2,21,55,146					2,21,55,146	1,58,01,561	9,53,038	1,67,54,599	54,00,547	63,53,585	15%	
Office Equipment	4,87,495					4,87,495	4,20,491	10,051	4,30,542	56,953	67,004	15%	
Software	10,69,759	1,000				10,70,759	10,10,521	24,085	10,34,616	36,143	59,238	40%	
Solar System	0	17,00,000				17,00,000	0	2,55,000	2,55,000	14,45,000	0	15%	
Ups	20,60,342					20,60,342	14,70,854	88,423	15,59,278	5,01,064	5,89,488	15%	
Vehicles	1,04,87,823	3,36,000				1,08,23,823	90,56,536	2,65,093	93,21,629	15,02,194	14,31,287	15%	
Transformer	40,000					40,000	32,125	1,181	33,306	6,694	7,875	15%	
Xerox Machines	3,04,000					3,04,000	2,06,545	14,618	2,21,163	82,837	97,455	15%	
	31,15,68,219	27,28,031	11,33,110			31,54,29,360	19,54,08,358	1,24,52,051	20,78,60,409	10,75,68,950	11,61,59,861		


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