

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and Support facilities - laboratory, library, sports complex, computers, classrooms etc. (10)

The college has Maintenance Committee, Library Committee Hostel Committee and mess Committee that oversees the maintenance of buildings, classrooms, library, Sport complex, computer, Classrooms and laboratories. The Maintenance committee is headed by the coordinator who in turn monitors the work of the Branch Supervisor at the next level. The Branch Supervisor is accountable for efficient working the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The Coordinator conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

MAINTENANCE PROCESS

- The College has a number of policies procedures and practices to govern its operation. The policies are meant for day –to-day dealing. They provide guidance to members in a number of academic areas.
- The maintenance and cleaning of the classrooms and furniture are done with the efforts on the forth class staff and in major cases the college gives the maintenance contract to the experts.
- The college has adequate number of computers with internet connections. Utility software is distributed in all the locals like office, laboratories, library, departments etc. As per the rules and policies of the institution, The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled person
- CCTV cameras are installed in the campus. The maintenance of generator is regularly done by AMC.
- Library maintenance is done by management by providing a provision of the budget. Library is maintained by KOHA software.
- The sports activities are monitored by faculties and students.

Maintenance Issues

Civil Maintenance: Includes all building blocks of academic and hostel, estate facilities such as water tank, Water purifier etc.

Building Maintenance

- LPCPS maintains a list of buildings to be maintained. The frequency of inspection is decided in consultation with Principal or any other Authority. Major Building maintenance is comprised of plumbing, painting, carpentry and minor constructions.
- The maintenance operation will include all components and systems in the areas Class rooms, seminar halls, carpet, floors, walls and ceilings, Doors exterior/interior, Window and Hardware, Restrooms/Plumbing fixtures (Commode, Lavatories, Urinals, restroom partition, mirrors, exhaust fans).

Electrical Maintenance:

Branch supervisor maintain a list of electrical devices that require regular maintenance. Any complaint on electrical repairs is recorded in the register maintained at the power house. The electrical repairs are rectified based on the complaints recorded in the register.

- A maintenance Includes all electrical facilities in academic blocks, hostels; Generator, Air conditioners, etc,
- The maintenance operation will include all components and systems in Electrical are switches, outlets, GFI outlets, Light fixtures, exit lights, emergency lights, lightning arresters, earth bits and electrical panel boxes.
- Schedule for electrical devices is prepared and maintained by the Electrician considering the nature of failures recorded in the past and/or manufactures recommendation. The maintenance carried out is also recorded.

Fire Extinguishers & First Aid Equipments

- Fire Extinguishers are provided in different locations of the building for Safety purpose. Branch Supervisor maintains the locations and types.
- First Aid Equipment is provided in the sick room.
- Supervisor maintains a list of Fire Extinguishers along with the type and location. Frequency, due date and completion of refilling are recorded in the same.

Hostel / Mess Equipment:

- Cots, Fans, Tube lights, TV, cooking vessels, cooking stove, etc., are maintained by Warden / Mess I/C. Monitored periodically by hostel warden through feedback and periodical verification.

House Keeping:

All class rooms, laboratories, staff room, department office, Seminar halls, Auditorium, student's rest rooms and toilets, Hostel rooms, Mess, Kitchen are cleaned daily. Housekeeping record is maintained by branch supervisor.

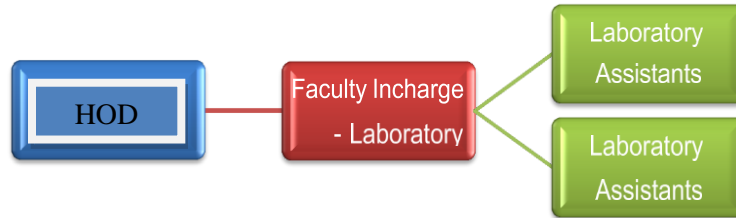
IT facilities: All departments in the college are having PCs, essential software and peripherals. The computer lab I/C maintain the IT facilities in the college. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

- **Laboratory Equipment**

Laboratory Technicians / Laboratory in charge in consultation with HODs and prepares a list of maintenance activities to be carried out. Based on this, the maintenance activities are carried out.

- Procurement of new facilities

- In addition, the complaints/suggestions on equipment and utility are recorded in the complaint register for Equipment and utilities. Based on this also, maintenance is taken up.



Garden maintenance In LPCPS, we are maintaining the garden through regular activities such as watering, thinning, weeding, fertilizing, mulching, composting, and monitoring for pests.

Library Resources:

- The matter related to library resources is to be discussed at the institutional level i.e. meeting of concerned committee members as well as staff meetings.
- Short listing/freezing of the requirements for the library resources i.e. Reference book, text book, e resource like e- book, journals, and subscription[to online journals
- Catalogues of various publishers for the concerned requirements are to be obtained.
- Compare and prepare a consolidated statement for approval of top management.
- The proposal for the additional requirements of library resource is prepared and put academic council's approval
- Appropriate purchase order is raised

Feedback

A feedback is collected from the faculty members, students and staffs once in a semester while visiting the library. The Librarian reviews the feedback every semester and based on the feedback, Librarian takes steps to improve the library procedure in consultation with the Principal.

Complaints / Suggestion Register

Complaints / suggestion register is kept along with the gate register to record the complaints and suggestions.

Coordinator reviews the register every semester and necessary corrective action is being taken in consultation with the Principal.



LPCPS
LUCKNOW PUBLIC COLLEGE
OF PROFESSIONAL STUDIES

WEATHER TOUCH
280/28/2Ka, Blunt Square, Mawaiyya, Lucknow-226004 Mob: 9838631809
E-mail: weathertouchko@gmail.com

Authorised Geniune Service & Spare Centre Job No. 2059

MITSUBISHI AIR CONDITIONERS INTERNATIONAL AIRCON PVT. LTD. MHI Toll Free 18001020055

CUSTOMER SATISFACTION REPORT

Installation Commissioning Service Complaint

Complaint No. _____ Complaint Received on _____
Name of Client Lucknow Public College Work Start on 05/03/2021
Address of Professional Studies, Ganit Nagar Work Closed on 26/03/2021
Unit Status UW OW AMC
Item Purchased From _____ Unit Type split A/c and castor
Date of Purchase _____ U.M. No. _____
Contact Person _____ U. Sr. No. _____
Contact No. _____

A Nature of Complain Service

Test Parameter Details
Voltage 230 Volts
Current 7.8 Amp
Ambient Temp. _____
Room Temp. _____
Grill Temp. _____
Discharge Pressure _____
Suction Pressure _____
CD Wt. OUT Temp/Pr. _____
CD Wt. IN Temp/Pr. _____
CH Wt. OUT Temp/Pr. _____
CH Wt. IN Temp/Pr. _____

B. Action Taken by Engg. 13 No split A/c service and 03 No Castor A/c service and 2 no split A/c installation and 02 no A/c gas charging and 1 no Hitachi Ramot and 2 no cast stand and 1 no Raming capcion and 1 no controller and
C. Suggestion to Client/Engg. name copper pipe and 2 no wall cast thermostat and battery

PART/MATERIAL USED/REQD.

S.No	Particular	Qty.	Against Job No.
1	split A/c	13	
2	wall cast	3	
3	gas charging	0.8	
4	Installation	0.2	
5	copper pipe	0.3	
	Ramot	1	

Signature, Name & Date: Deep 26/03/2021
Signature, Name & Date: Mukunda 26/03/2021

Engineers Client

(AC MAINTANCE)

VTSTECHNO LIFTS PVT. LTD.
Reg. Off: 1/682, Vishal khand, Gomti Nagar, Lucknow-226010 (U.P.)
Mob: +91-767000172 / 9839154050

Periodic Service Report No: 77

Building Name & Address: LPS COLLEGE
Date: 17/03/2021 Time In: 2:20 pm Time out: 3:45
Job No: _____ Period: _____

Rendering Services

A: Elevator House Keeping & Lubrication
1. Machine Room Equipments 3. Car Top Equipments 5. Cabin & Falcelling
2. Hoistway Equipments 4. Pit Equipments 6. Doors

B: Electrical, Mechanical Safety Equipment Check Test & Minor Adjustment:

(Observations) OK NOT OK

1. Machine Break System
2. Controller
3. AKD Functional if Installed
4. Over Speed Governor System
5. Door Protection
6. Car Top Electrical Safety
i) Stop Switch
ii) INS / Normal Switch
iii) Light
iv) SOS
7. Operational Equipments
i) COP Button & Display
ii) LOP Button & Display
iii) Cabin Light & Fan
8. Emergency Alarm
9. Emergency Light
10. Fire Man Switch
11. Rope
12. Floor Level
13. Buffers

Examiner Remark: Monthly Service has been done.

Customer's Feed Back: Extremely Satisfied Satisfied Dis-Satisfied Annoyed

Customer's Remark: _____

(Customer Representative Signature) Name: Aranksha 17/03/21
Mobile No: 8858459319

(Signature of Service Eng./ Technician) D. Singh

(ELEVATER SERVICE)

WEATHER TOUCH
280/28/2Ka, Blunt Square, Mawaiyya, Lucknow-226004 Mob: 9838631809
E-mail: weathertouchko@gmail.com

Authorised Geniune Service & Spare Centre Job No. 2059

MITSUBISHI AIR CONDITIONERS INTERNATIONAL AIRCON PVT. LTD. MHI Toll Free 18001020055

CUSTOMER SATISFACTION REPORT

Installation Commissioning Service Complaint

Complaint No. _____ Complaint Received on _____
Name of Client Lucknow Public College Work Start on 05/03/2021
Address of Professional Studies, Ganit Nagar Work Closed on 26/03/2021
Unit Status UW OW AMC
Item Purchased From _____ Unit Type split A/c and castor
Date of Purchase _____ U.M. No. _____
Contact Person _____ U. Sr. No. _____
Contact No. _____

A Nature of Complain Service

Test Parameter Details
Voltage 230 Volts
Current 7.8 Amp
Ambient Temp. _____
Room Temp. _____
Grill Temp. _____
Discharge Pressure _____
Suction Pressure _____
CD Wt. OUT Temp/Pr. _____
CD Wt. IN Temp/Pr. _____
CH Wt. OUT Temp/Pr. _____
CH Wt. IN Temp/Pr. _____

B. Action Taken by Engg. 13 No split A/c service and 03 No Castor A/c service and 2 no split A/c installation and 02 no A/c gas charging and 1 no Hitachi Ramot and 2 no cast stand and 1 no Raming capcion and 1 no controller and
C. Suggestion to Client/Engg. name copper pipe and 2 no wall cast thermostat and battery

PART/MATERIAL USED/REQD.

S.No	Particular	Qty.	Against Job No.
1	split A/c	13	
2	wall cast	3	
3	gas charging	0.8	
4	Installation	0.2	
5	copper pipe	0.3	
	Ramot	1	

Signature, Name & Date: Deep 26/03/2021
Signature, Name & Date: Mukunda 26/03/2021

Engineers Client

(ELEVATER AND AC REPAIR)

DigiFi India Technologies
C-453, Sector - 4, Indira Nagar, Lucknow, (UP) - 226016, India
www.digiFiIndia.com | E-mail: info@digiFiIndia.com
Phone: +91-7680894440, 737928522, 7258440093

SERVICE REPORT 09

Visit Date: 02/04/2020, 04/04/2020, 05/04/2020, 07/04/2020, 09/04/2020 Complaint Number: 00009

Customer Details: LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES Problem Reported by Customer:
Client Name: NAGENDRA
Address: KATHAURA LAKE, VIJAY KHAND, GOMTI NAGAR, 226010
District: LUCKNOW
Contact No: 9935712062
Service Type: AMC Visit Service Call Others
Equipment Condition: 1 camera found damaged, rest all cameras, DVR & TV's are working fine
Resolution Provided:
1 camera found damaged, rest all cameras are working fine. New camera installed at the gate with audio. LAN wiring for internet services.

Engineer's Details: Deep 26/03/2021
Equipment Details: Mukunda 26/03/2021

Item Checked	Item Name	Item S.No.
1.	phyces lab	1. Camera
2.	minigull	2. 3200505000
3.		3.
4.		4.
5.		5.
6.		6.
7.		7.
8.		8.
9.		9.
10.		10.

Call Status: Open Close Pending
Reason if Open / Pending: _____
Spare / Replacement Required: Yes No
Type of Spare Required: 2 no 10 camera
Item Replaced: 2 no 10 camera, 1 no 3200505000, 1 no 3200505000, 1 no 3200505000, 1 no 3200505000

Client's Signature _____ Engineer's Signature _____



समस्त पब्लिक स्कूल संघ बौध्दिक - ज्योतिष तंत्रिक केंद्र									
क्र. सं.	दिनांक	प्रा. करने का समय	बंद करने का समय	कुल समय	अंशकों का नाम	हस्ताक्षर	पढ़ने वाले का नाम	हस्ताक्षर	विषय
1	21-2-21	5-25 Am	5-45 Am	20 Min	पाठ्यक्रम		राधाश्याम		संस्कृत
2	22-2-21	6-25 Am	6-58 Am	33 Min	आभास		Rajesh Singh		संस्कृत
3	23-2-21	7-15 Am	7-18	3 Min	संस्कृत		हरिसंकर		संस्कृत
4	23-2-21	12-00 Am	12-10 Am	10 Min	संस्कृत		हरिसंकर		संस्कृत
5	23-2-21	12-55 Am	01-5 Am	10 Min	संस्कृत		हरिसंकर		संस्कृत
6	23-2-21	11:55 Am	11:58 Am	3 Sec	संस्कृत		Rajesh		संस्कृत
7	23-2-21	12:03 Pm	12:46 Pm	43 Min	संस्कृत		Rajesh		संस्कृत
8	23-2-21	2:37 Pm	3:50 Pm	1:13 Min	संस्कृत		Rajesh		संस्कृत
9	23-2-21	11:27	12:00 Am	33 Min	संस्कृत		Rajesh		संस्कृत
10	23-2-21	9:27	10:10 Am	43 Min	संस्कृत		Rajesh		संस्कृत

समस्त पब्लिक स्कूल संघ बौध्दिक - ज्योतिष तंत्रिक केंद्र									
क्र. सं.	दिनांक	प्रा. करने का समय	बंद करने का समय	कुल समय	अंशकों का नाम	हस्ताक्षर	पढ़ने वाले का नाम	हस्ताक्षर	विषय
1	5-3-21	3:30 Pm	1:05 Pm	27 Min	संस्कृत		Rajesh		संस्कृत
2	7-3-21	2:37 Pm	2:43	6 Sec	संस्कृत		Rajesh		संस्कृत
3	7-3-21	5:17 Pm	5:20 Pm	3 Min	संस्कृत		Rajesh		संस्कृत
4	8-3-21	5:50 Pm	6:2 Pm	12 Min	संस्कृत		Rajesh		संस्कृत
5	11-3-21	1:00 Pm	1:5 Pm	5 Min	संस्कृत		Rajesh		संस्कृत
6	12-3-21	3:40 Pm	3:53 Pm	13 Sec	संस्कृत		Rajesh		संस्कृत
7	13-3-21	4:00 Pm	4:35 Pm	35 Min	संस्कृत		Rajesh		संस्कृत
8	13-3-21	6:42 Pm	6:44 Pm	2 Sec	संस्कृत		Rajesh		संस्कृत
9	14-3-21	2:55 Pm	3:00 Pm	5 Min	संस्कृत		Rajesh		संस्कृत
10	14-3-21	3:30 Pm	3:35 Pm	5 Min	संस्कृत		Rajesh		संस्कृत

(MONTHLY MAINTANCE REPORT)

DigiFi India Technologies
C-03, Sector 4, Indira Nagar, Lucknow, (UP) - 226016, India
www.digifiindia.com | Email: info@digifiindia.com
Phone: +91-7888944440, 7379285322, 7335848993

SERVICE REPORT

Visit Date: 08/01/2021
Complaint Number: 20

Customer Details: LPCPS
Client Name: LPCPS
Address: KATHUNA JHEEL, VISHWANATH MANDIR, GHAZIABAD DISTRICT: LUCKNOW
Contact No.: 9335710002 (GHAZIABAD)

Service Type: AMC Visit Service Call Others

Equipment Condition: One camera utility needs to be replaced.

Problem Reported by Customer: 8-10 Camera's not working

Diagnosis Details: PC & Camera working

Resolution Provided: 1 PC (C34) installed on Standby, rest will be replaced on next visit

Engineer's Details:		Equipment Details:		Item Replaced	
Name:	Call Status:	Item Checked	Item Name	Item S.No.	
Nagendra	Open <input type="checkbox"/> Close <input type="checkbox"/> Pending <input checked="" type="checkbox"/>	1.	1.		
	Reason if Open / Pending: Working to be changed	2.	2.		
	Spare / Replacement Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	3.	3.		
	Type of Spare Required: Low grade / High grade	4.	4.		
	Item Replaced: PC	5.	5.		
		6.	6.		
		7.	7.		
		8.	8.		
		9.	9.		
		10.	10.		

Client's Signature: Nagendra
Engineer's Signature: [Signature]

DigiFi India Technologies
C-03, Sector 4, Indira Nagar, Lucknow, (UP) - 226016, India
www.digifiindia.com | Email: info@digifiindia.com
Phone: +91-7888944440, 7379285322, 7335848993

SERVICE REPORT

Visit Date: 26/01/2021
Complaint Number: 21

Customer Details: LPCPS
Client Name: LPCPS
Address: Ghazipur Nagar Lko
District: Ghazipur
Contact No.: Nagendra C

Service Type: AMC Visit Service Call Others

Equipment Condition: Camera is working

Problem Reported by Customer: 1 Camera NOT working

Diagnosis Details: Camera is working found camera is working

Resolution Provided: 1 Camera taken to room no 1 to get fixed and working fine

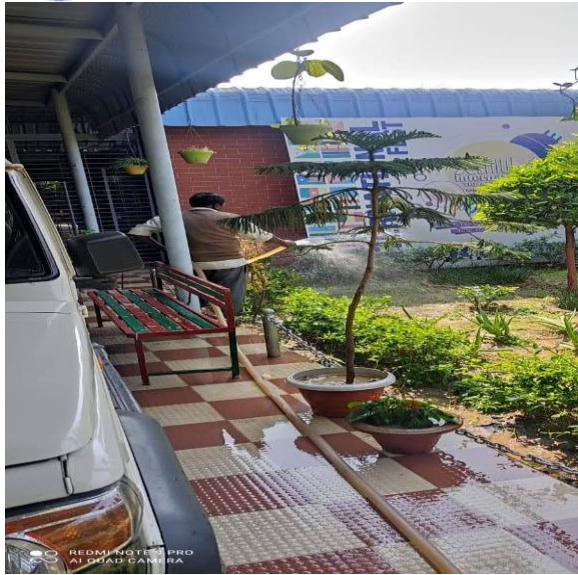
Engineer's Details:		Equipment Details:		Item Replaced	
Name:	Call Status:	Item Checked	Item Name	Item S.No.	
Nagendra	Open <input type="checkbox"/> Close <input type="checkbox"/> Pending <input checked="" type="checkbox"/>	1.	1.		
	Reason if Open / Pending:	2.	2.		
	Spare / Replacement Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	3.	3.		
	Type of Spare Required:	4.	4.		
	Item Replaced:	5.	5.		
		6.	6.		
		7.	7.		
		8.	8.		
		9.	9.		
		10.	10.		

Client's Signature: Nagendra
Engineer's Signature: [Signature]

(CCTV MAINTANCE REPORT)



LPCPS
LUCKNOW PUBLIC COLLEGE
OF PROFESSIONAL STUDIES



(GARDEN MAINTENANCE)



(WASHROOM CLEANING)



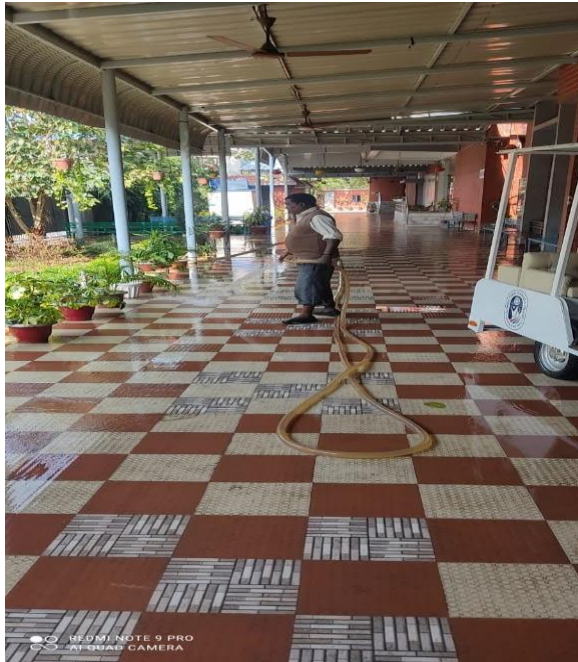
(AC MAINTENANCE)



(FLOOR CLEARING)



LPCPS
LUCKNOW PUBLIC COLLEGE
OF PROFESSIONAL STUDIES



(FLOOR CLEARING)



(AUDITORIUM MAINTANCE)



(LAB MAINTANCE)



(BUILDING MAINANCE)