

MALNAD COLLEGE OF ENGINEERING

(Autonomous)

(Approved by AICTE, New Delhi and Affiliated to Visvesvaraya Technological University, Belagavi)

Accredited by NAAC and NBA

HASSAN-573 202, Karnataka, India

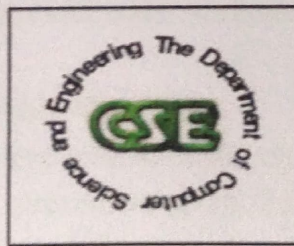
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Department of Computer Science and Engineering



Department Maintenance Policy



Effect from 1st January 2025



Laboratory Maintenance Policy Document

1. Purpose

The purpose of this policy is to establish guidelines and procedures for the effective maintenance, utilization, and continuous improvement of laboratories in the Department of Computer Science and Engineering.

2. Scope

This policy applies to:

- All CSE laboratories (programming labs, networks labs, project labs, etc.)
- Faculty members, lab instructors, technical staff, and students
- All computing equipment, software, and networking infrastructure

3. Objectives

- Ensure optimal functioning of laboratory infrastructure
- Provide a safe and conducive learning environment
- Maintain compliance with all accreditation requirements
- Enable outcome-based education (OBE) practices
- Ensure proper documentation and audit readiness

4. Laboratory Infrastructure Maintenance

Effective laboratory infrastructure maintenance ensures safety, accuracy, and operational efficiency through a mix of preventive (scheduled), curative (repair), and predictive strategies. Key areas include are as follows

4.1 Hardware Maintenance

- All systems must be inspected periodically (at least once per semester)
- Preventive maintenance schedule must be maintained
- Faulty equipment must be logged and repaired within defined timelines
- Annual maintenance contracts (AMC) should be in place where applicable.
- Maintain stock of essential spare parts



4.2 Software Maintenance

- Ensure licensed software is installed and regularly updated
- Maintain version control and documentation of software tools
- Antivirus and security patches must be regularly updated
- Backup of critical systems must be performed periodically

4.3 Network Maintenance

- Regular monitoring of network connectivity.
- Maintain logs of network downtime and resolution

5. Laboratory Usage Policy

- Labs shall be used strictly as per timetable and authorized schedules
- Students must follow lab rules and code of conduct
- Unauthorized software installation is prohibited
- Internet usage should comply with institutional policies
- Proper login/logout procedures must be followed

6. Safety and Security

- Ensure proper electrical safety measures
- Fire extinguishers, first aid kits must be available and inspected regularly
- Emergency exits must be accessible
- CCTV should be functional and there should be active surveillance
- Data security and privacy must be ensured

7. Documentation and Record Keeping

Laboratory documentation defines the policies, procedures, and standards ("how to do it"), while record-keeping involves maintaining evidence of activities performed ("what was done"). Together, they ensure data integrity, traceability, reproducibility. Following are the list of records to be maintained

- Equipment stock register
- Maintenance logbook
- Complaint/issue register
- Software license records
- Lab utilization register
- Student attendance records
- Audit and inspection reports



8. Roles and Responsibilities

8.1 Head of Department (HoD)

- Overall supervision of lab maintenance
- Budget allocation and approvals
- Ensuring accreditation compliance

8.2 Lab In-Charge

- Day-to-day lab management
- Maintenance coordination
- Documentation and reporting

8.3 Technical Staff

- Troubleshooting hardware/software issues
- Assisting faculty and students
- Maintaining lab readiness

8.4 Faculty

- Effective utilization of lab resources
- Monitoring student activities
- Ensuring course outcomes, PO, PSO are met

8.5 Students

- Proper use of equipment
- Reporting issues promptly
- Adhering to lab rules

9. Preventive Maintenance Schedule

- Weekly: Basic system checks and cleaning
- Monthly: Software updates and security checks
- Semester-wise: Full system audit and servicing
- Annual: Infrastructure upgrade review



10. Audit and Continuous Improvement

- Internal audits must be conducted every semester
- Feedback from students and faculty should be collected
- Corrective and preventive actions (CAPA) must be documented
- Benchmarking with accreditation guidelines should be ensured

11. Budget and Procurement

- Annual budget planning for lab upgrades and maintenance
- Procurement must follow institutional procedures
- Priority given to academic and research requirements

12. Compliance with Accreditation Requirements

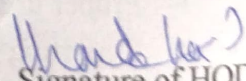
Maintain evidence for:

- Lab utilization
- Student performance
- Maintenance records
- Outcome attainment
- Ensure labs support Program Outcomes (POs) and Course Outcomes (COs)

13. Review and Revision

- This policy shall be reviewed annually
- Revisions shall be approved by HoD

This policy document is effective from: 1st of January 2025


Signature of HOD

Professor & Head
Department of Computer Science & Engineering
Malnad College of Engineering
Hassan-573 201

- **Annexure I: Lab Rules for Students**
- **Annexure II: Maintenance Log Book**
- **Annexure III: Equipment Inventory**
- **Annexure IV: Audit Checklist**



Annexure I :

DO's

- ✓ Remove your shoes or slippers before you enter the laboratory
- ✓ Use of mobile phones are strictly prohibited
- ✓ Be punctual. Keep quiet. Be accommodating to other laboratory users after your work.
- ✓ Save all your files in the specified folders only
- ✓ Use the system and keyboard , mouse and furniture properly
- ✓ Close the active files and shut down the system before leaving the laboratory.

DON'Ts

- × Entering the lab with footwear
- × Damaging, removing or disconnecting any labels, parts, cables or equipment's.
- × Install / download any unrelated software / modify or delete any system files
- × Using personal CDs, Pen drives without permission
- × Creating unnecessary files and folders
- × Internet accessing without permission

Manda Ka. J.
Signature of HoD