MAINTENANCE POLICY

The institution has adopted the systems for maintaining the physical, academic and support facility- Laboratories, workshop, Library, Sports area, Computers, Classrooms etc.

Objectives:

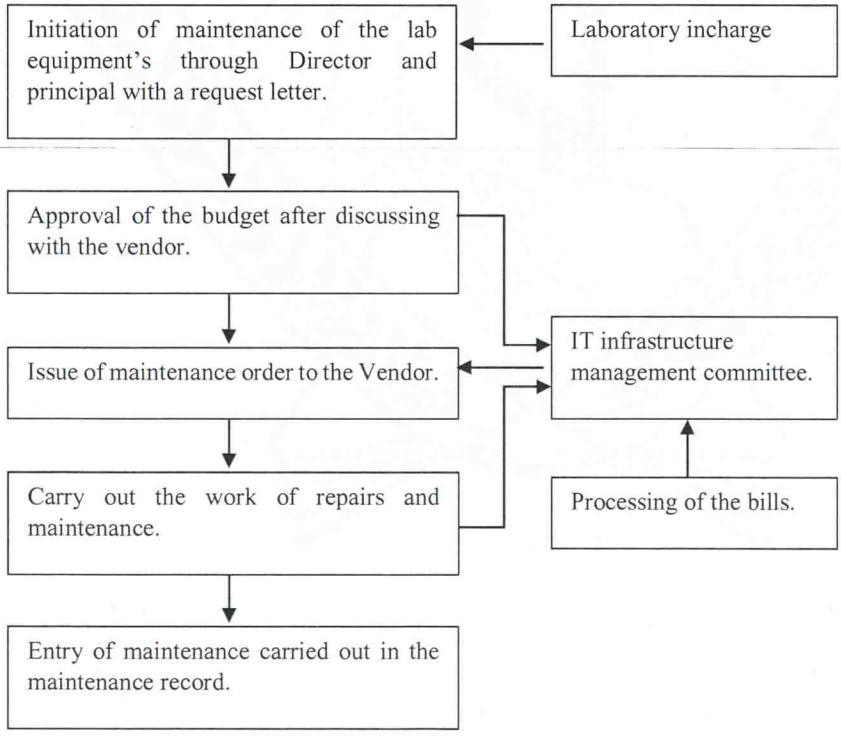
- The respective in-charges shall periodically maintain computers, Printers, Photocopy machines, water coolers/filters, etc
- Maintenance of books shall be taken care of by the Librarian & Library staff.
- The lab in-charge or the concerned teacher/staff maintain the record of equipments, any other material and furniture of the lab.
- As and when required, or in case of breakdown/repair, the Lab in-charge shall inform the director and contact the vendor of the equipment and get it fixed after prior approval.
- Maintenance and repair of Library related material is done through an approved vendor.
- Maintenance of Sports material related to purchase or replacement is done through approval from the management through the director.

Action plan:

Laboratory Maintenance

Each laboratory has an in-charge/concerned faculty to look after the regular maintenance and procurement. As and when required, lab in-charge issues a maintenance request to the management committee. Based on the request, maintenance work is assigned to the regular approved agency. The record of the maintenance of all the equipment is maintained manually. Following flow chart indicate the SOP adopted for the maintenance of laboratory equipment's.

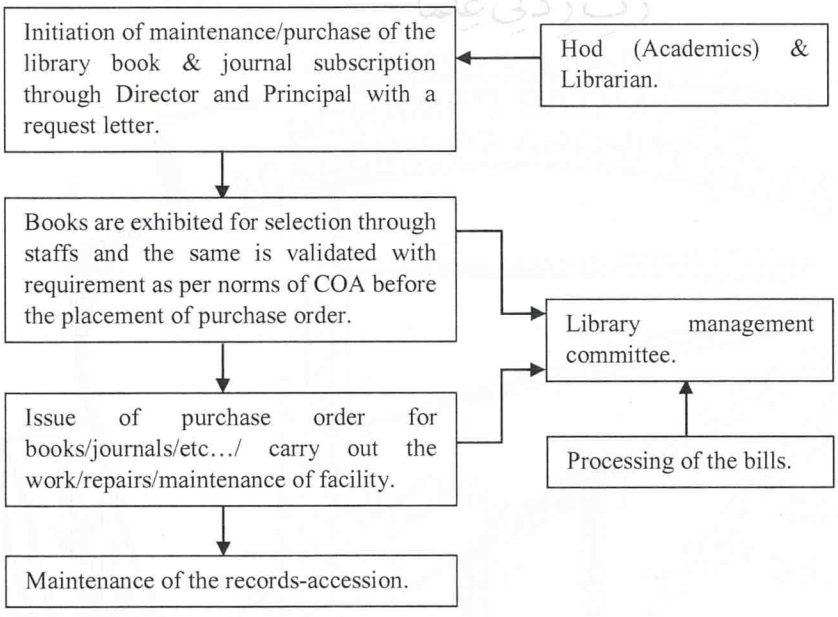
Flow chart for laboratory maintenance



Library Maintenance

The library is updated for latest books in architecture and allied subjects, journals and e-resources. Regular exhibitions are held for the purchase of the new books. Library in charge periodically inspects the condition of the books and identifies the maintenance required. Following flow chart indicate the SOP adopted for the maintenance of Library.

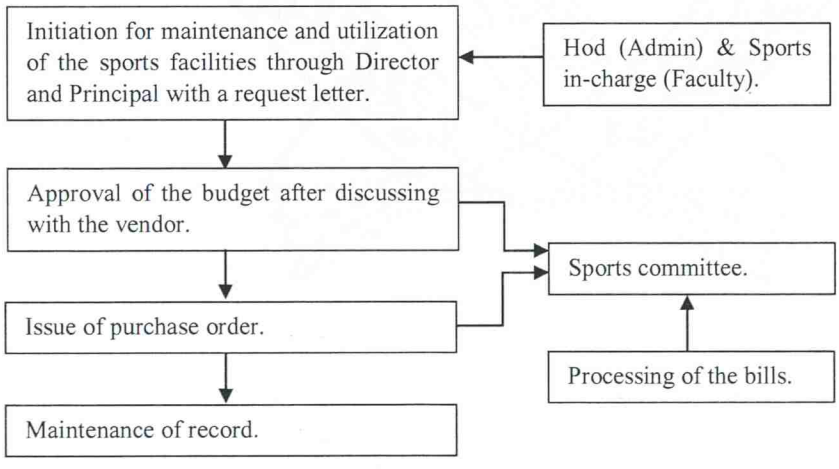
Flowchart for maintenance of library



Maintenance of sports equipment

Annual sports and cultural events are organised in the institution which requires maintenance of sports equipment and facilities. Following flow chart indicate the SOP adopted for the maintenance of sports facilities.

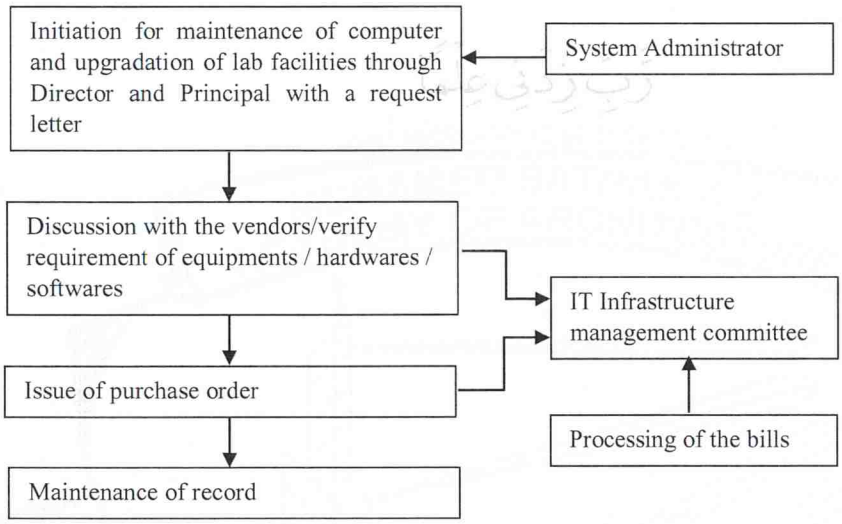
Flowchart for maintenance of sports facility



Maintenance of Computers

Computer labs are maintained by Third party experts through Annual Maintenance Contract (AMC). IT infrastructure management committee looks after the maintenance of the lab. Following flow chart indicate the SOP adopted for the maintenance of computers.

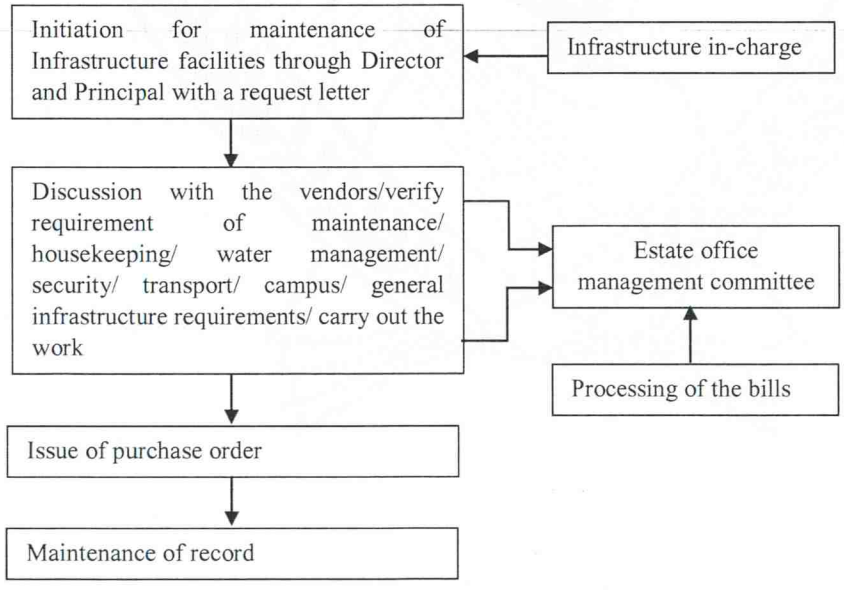
Flowchart for maintenance of computers



Maintenance of Campus Infrastructure

The maintenance of infrastructure facilities such as classrooms, laboratories, library, garden, parking and other areas is carried out regularly as per the recommendations by estate office management committee. Following flow chart indicate the SOP adopted for the maintenance of infrastructure.

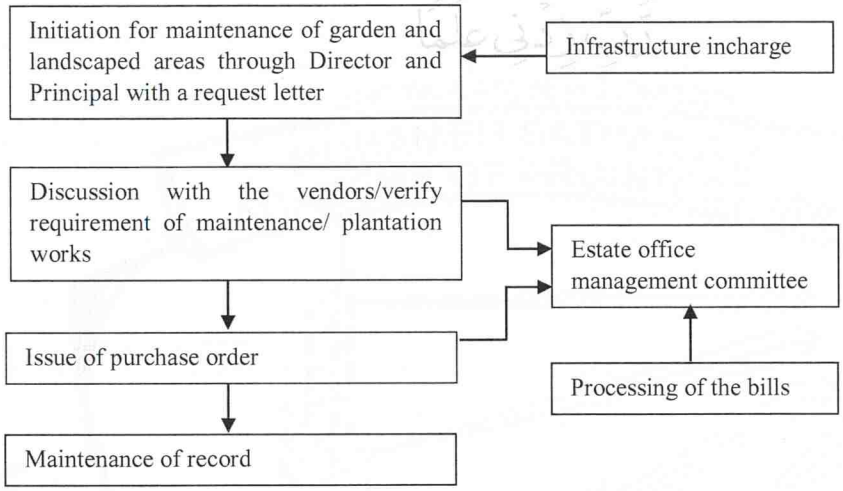
Flowchart for maintenance of campus infrastructure



Maintenance of garden

The general maintenance of garden is carried out regularly as per daily, fortnightly, monthly and yearly requirements by estate office management committee. Following flow chart indicates the SOP adopted for the maintenance of garden and landscape areas.

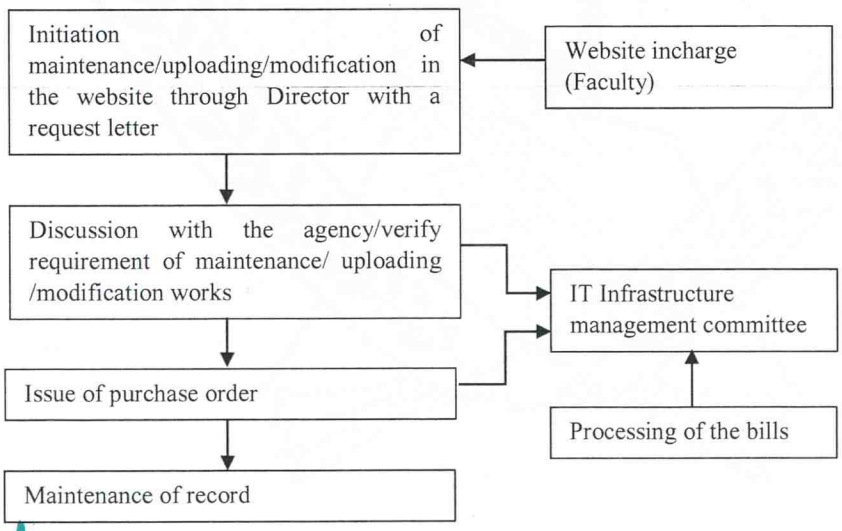
Flowchart for maintenance of garden areas



Maintenance of Website

Third party agency is appointed to look after the maintenance of the official website. Following flow chart indicate the SOP adopted for the maintenance of college.

Flowchart for maintenance of website



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Chairma