POLICY FOR MAINTENANCE AT YIT

The institute has established systems and procedure for maintaining the physical, academic and support facilities such as laboratory, library, gymnasium, computers, classrooms campus facilities etc. as given below.

1. **Maintenance of Physical facilities:**
   The physical facilities are divided into sections like, plumbing, electrical, building/infrastructure, garden and housekeeping. Maintenance of all physical facilities is monitored by Campus Administrative Officer (CAO).
   - Classrooms, Staffrooms, Seminar halls, Laboratories and other infrastructural facilities viz., Restrooms, Lavatories etc. are cleaned and maintained by adequate staff through housekeeping staff.
   - The Housekeeping supervisor conducts periodic checks to ensure the working condition of the infrastructure.
   - The green Cover/Gardens of the campus is well maintained by institute employed gardeners.
   - A team of in-house maintenance personal comprising of electricians, plumbers, IT technicians working under Campus Administrative Officer (CAO) are deployed to monitor the maintenance activity of amenities (viz., Plumbing, Lights, A/V systems, Diesel generator, Air Conditioners, CCTV Cameras and Water Purifier on regular basis).

Any student/staff shall follow the below mentioned procedure to raise a complaint and get it resolved.

   - Staff/ student will bring the infrastructural related problems to the notice of the Campus Administrative Officer (CAO) through Housekeeping Supervisor.
   - Housekeeping Supervisor will escalate the problems to the Campus Administrative Officer.
   - An entry of the complaint raised in the complaint register will be attended through concerned section Technicians/ Staff.
   - After attending the complaint, technicians will make an entry of status into the complaint register mentioning resolved or pending and prepare materials indent required with required explanation.
   - If any material is required to solve the problem, it will brought to the notice of Campus Administrative Officer (CAO).

➢ Campus Administrative Officer (CAO) will place order to the required materials after discussing with the Principal (IQAC chairman).

2. <u>IT Maintenance :</u>

A team of well trained technicians will maintain the computers and network related issues in the entire institute (including computers available in library, laboratory, office, staff rooms, and any other) under the guidance of System administrator.

➢ Any complaint regarding network or computer in classroom/ staff room will be communicated to the System Administrator by the head of the department through indent/mail.

➢ System admin will assign the job to the technician as per indent placed.

➢ If any material is required to solve the problems, the same will be brought to the notice of Campus Administrative officer.

➢ System Administrator will place the order through the purchase department after due approval of Principal (IQAC chairman) for further processing of procurement as per purchase procedure.

➢ After procuring the equipment the problem is addressed by the technicians and the complaint will be closed.

3. <u>Laboratory Maintenance:</u>

Periodic reporting on the requirements of the repairs and maintenance of laboratory equipment are maintained in breakdown / maintenance register and the stock books of the laboratory by the lab instructors.

<u>Maintenance Policy and Procedure</u>

➢ The Faculty Lab in-charges along with lab instructor monitor the maintenance registers of all the laboratories to verify the progress of the maintenance periodically and appraise the same to HOD.

➢ HOD shall schedule a meeting with Faculty Lab in-charges and Technical staff to discuss the issue related to the repair/ maintenance can be done in-house or should be given for external vendor.

➢ Once the in-house / external maintenance is decided in meeting, the Foreman shall initiate the process through formal request to HOD.

➢ The HOD will in turn forward the request to Principal (IQAC Chairman).

- Upon receiving approval from IQAC chairman, the HOD/ foreman will follow the process to call for service engineer (in case of external maintenance) to obtain the estimate. Further HOD/foreman will arrange for work order through Principal. In case of in-house maintenance, the HOD/foreman with his/her technical support will repair or do maintenance of equipment.
- All the faculty Lab In-charges are responsible for maintenance of all the Laboratories periodically.
- In-house maintenance is carried out for all computer systems present in the laboratories periodically.
- Manufacturer's equipment is operated in accordance with instructions and in a way which minimizes the cost of repairs and maintenance.
- The audit of the equipment and library books will be conducted annually

4. **Transportation facility maintenance :**
- The transport supervisor is responsible to monitor the proper functioning of college vehicles and for timely from various locations to college.
- The transport supervisor will provide the additional transport facility to students and staff on need basis, as requested to Campus Administrative officer.
- In case of any repair or maintenance of vehicles, the transport supervisor will report to Campus Administrative officer and the vehicles will be sent for service/maintenance after Quotation & estimate is approved by CAO.
- Vehicles undergo periodic servicing once every 40,000 km run of college bus. The fitness certificate, insurance, tax, emission certificates follow government rules.