

Maintenance Policy

AY 2017-18

Maintenance Procedure: The maintenance is divided as daily maintenance and half yearly maintenance. Apart from this break down maintenance is also followed. For keeping all the lab equipment in working condition following procedure is adopted:

Daily Maintenance: The Faculty subject In-charge and Lab Assistant are responsible for daily maintenance of all Lab Equipment/Machinery/Instruments available in their respective laboratory.

Half Yearly or Semester End Maintenance: At the end of each semester the repair/service/maintenance will be done. All the lab equipment/machinery/instruments are checked for their availability for next semester. As per the curriculum if any new equipment/machinery/instrument to be purchased then written information is given to Principal through head of department. **Breakdown Maintenance:** In case of any breakdown occurs in any Equipment /Machinery/ Instruments available in laboratory then it is informed to Principal through Head of Department in written. With the permission of Principal, the Head of Department calls concern supplier or repairer for quotation and quotations are submitted to Principal for approval. The Principal sends the quotations to head office for getting approval then after approval from head office the work order is issued to concern and maintenance work is executed.

Computer Maintenance: The Faculty subject In-charge and Lab Assistant are responsible for daily maintenance of computers available in their laboratory. They are also responsible for any updating software configuration whenever required. In case of any breakdown written information is given to Principal through Head of Department. With the permission of Principal, the Head of Department calls concern supplier or repairer for quotation and quotations are submitted to Principal for approval. The Principal sends the quotations to head office for getting approval then after approval from head office the work order is issued to concern and maintenance work is executed.

Library Maintenance: On daily basis Librarian and Assistant Librarian check the condition of Books and Journals available in library and in case of any maintenance like book binding the information in written format is given to Principal.

Sports/ Game article Maintenance: The sports in-charge sends the request to Management through Principal. After the approval required maintenance is done.

Class Room Maintenance: The administrative staff i/c daily takes rounds for all class rooms. In case of any maintenance the students/ faculty members inform administrative staff and in consultation of Principal Maintenance will be done.

Utilization Procedure: The utilization records of all the physical facility available for academic and support are maintained by concerned staff members and utilization procedure Are as follows: **Physical Utilization Procedure:** Certain laboratories/ workshops are required to be shared and utilized under common facilities. Such facilities are shared between departments. At the beginning of semester Time Table in-charge will resolve this issue. In case for a particular occasion if any infrastructure is required, requirement will be communicated to the Principal and permission is to be taken from Principal. **Seminar Hall utilization:** The seminar hall requirement for any program is intimated to Principal and the permission is given by Principal.