

## **Maintenance Policies and Procedures**

Aditya College of Engineering and Technology ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

### **Guidelines to maintain physical, academic and support facilities:**

- Prepare routine and preventive maintenance schedule
- Execute the maintenance schedule with the support of external agencies.
- Execute emergency maintenance schedule on priority basis.
- Prepare reports of maintenance done and submit to higher authorities for reviews and inputs.

Adequate academic, physical and support facilities are available on the campus. In order to ensure their maintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders.

### **I Maintenance of Physical Infrastructure and Support facility:**

Institute believes in maintaining a spic and span campus as a prerequisite to achieving a salubrious environment. In view of this, Department of Facility Management (FM) is established which ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

#### **A) Routine Maintenance:**

- Cleaning, Dusting, Sweeping and Mopping of all areas is undertaken daily by the contractual housekeeping staff and is supervised by the FM Department.
- The Institute has multiple automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are maintained.
- The housekeeping Staff is given training every Saturday on the various aspects of maintenance.
- For minor repairs, the Institute has a workforce of Carpenters, Masons, Electricians and Plumbers.

**B) Preventive Maintenance:**

**Painting:** The Institute has prepared a Calendar to ensure that all the areas are periodically painted.

**Structural Audits:** The Institute periodically (every 3 years) carries out Structural Audit of the Building through qualified Structural Engineers.

**Fire Alarm System:** The Institute has deployed Fire Alarm Systems as prescribed by the Chief Fire Office of the Municipal Corporation of Kakinada. The maintenance of the system is outsourced to an agency empaneled by the municipal corporation. The agency services the equipment monthly and submits its report to the Security Officer.

**Air Conditioning:** Many areas of the Institute are air conditioned. The maintenance of the Heating, Ventilation, and Air conditioning (HVAC) system is outsourced. The agency services the machines monthly and submits its report to FM Manager.

**CCTV:** The Institute has installed multiple CCTVs on the Campus. The maintenance of the system is outsourced. The agency inspects the equipment monthly and submits its report to the Security Officer.

**Water testing:** Though the Institute gets its supply of potable water from MCK, the FM Department periodically (bi-annually) sends the water sample to the registered Laboratories for testing purpose.

**Water Tanks / Septic Tanks:** All the underground and overhead water tanks are cleaned by professional service-providers thrice a year using sophisticated equipment including UV equipment.

**Audio-Visual System:** The high end AV systems are covered under Annual Maintenance Contract. The agency services the equipment monthly and submits its report to FM Manager.

**Electrical Checks:** Periodic checks are carried out for electrical fittings and other equipment such as projectors.

**Pest Control:** The Pest control which includes combating general disinfection, rodent treatment and larva breeding is done periodically as per pre-decided calendar. Anti-Termite treatment is also done periodically.

## **II Maintenance of IT Infrastructure:**

- Systems Department ensures that the maintenance of the IT Infrastructure is carried out in a planned and systematic manner as per the standard policies developed by the Institute.
- The Institute has a full-fledged Systems Department with a qualified Systems Manager for efficient management of IT infrastructure on campus. Systems Department with team 16 personnel, ensures that the IT infrastructure (including hubs, L1 / L2 Switches, Wi-Fi Routers etc and peripherals) are always in working condition.
- The Institute has a policy of purchasing only hi-branded computer and networking hardware from reputed companies like IBM, Dell, Acer, Lenovo

having extended 3-years warranty and therefore the maintenance for first 3 years is taken care by the vendor/supplier.

- The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.
- The Institute also has a full time Maintenance Engineer and an independent maintenance room (Scrounge) for carrying out IT maintenance.
- Every laboratory maintains a complete record of the equipment such as Dead-Stock Register, Maintenance Register, utilization and Lab-Readiness Certificate. All the documents are verified by Lab in charge (a faculty member) and are kept in accordance with the standard procedures.

### **III Utilization of Physical, Academic and Support facilities:**

**A) Classrooms / Laboratories / rooms:** The Timetable Committee informs the FM team about the required utilization of these Instructional areas so that the FM team can deploy the necessary maintenance staff and also program the HVAC system which is controlled by Intelligent Touch Machine (ITM).

**B) Library:** Library Committee is headed (convened) by a senior faculty member and each Department has a representative on it. Convener and members periodically review the books, periodicals, journals and magazine requirements requested by the faculty and staff members and recommend for their purchase after due evaluation. Subsequently, the books are purchased and added to the library stock. The Library staff is responsible for day to day operations such as issues and receipts as well as routine maintenance of the books, e-books, magazines, journals and other library resources. The Library management is fully computerized and integrated with the Institute's virtual system. All Library stock records and transaction records are maintained by soft system and the corresponding system generated reports and documentation related is

kept and filed. The Library Committee decides the timings of the Library / Reading Room. The Library hours are sometimes extended during Exam time.

**C) Sports Complex:** The Sports Department of the Institute is headed by the qualified Sports Officer. The Sports Officer is assisted by three Sports Instructors. All the three posts are fulltime. The institute campus has an Indoor Gymkhana with playing facilities for chess, yoga and carom. Institute has outdoor multi-sport turf ground on which students play basketball, badminton, volleyball and lawn tennis. The Institute also has a football ground and a handball court. All the sports facilities are looked after by the Sports Department team. They carry out training activities and supervise inter-class and inter collegiate matches during the annual sports event. The general cleanliness and up-keep of the grounds and Gymkhana is carried out by Facility Management team. The specially designed module in soft alerts the Sports Officer when a student is in the Sport Complex for more than two hours at a stretch

**D) Emergency response Ambulance Services:** The Institute also provide an ambulance service in case of medical emergency. The Institute have an annual contract with Tops line emergency services. The service is available to every person present on the campus which includes Students, Guests, Teaching staff, Non-teaching staff, administrative staff and supporting staff. The ambulance reaches the campus within nine minutes of the call. The ambulance is accompanied with a medical attendant, two rescue team members and a driver. They provide first aid treatment and if required they takes the person to the nearest Government or Private hospital