MAINTENANCE POLICY 2020-21

Maintenance Policies and Procedures

Aditya College of Engineering and Technology guarantees that the physical, academic, and support facilities are maintained in a planned and methodical manner, in accordance with the Institute's standard regulations.

Guidelines to maintain physical, academic and support facilities:

➢ Prepare a normal and preventative maintenance schedule and carry it out with the assistance of external agencies.

➢ Execute the emergency maintenance schedule on a first-come, first-served basis.

➢ Prepare maintenance reports and send them to higher authorities for approval and input.

On campus, there are adequate academic, physical, and support facilities. Various methods and procedures have been devised to ensure their upkeep and optimal exploitation for the benefit of all stakeholders.

I Maintenance of Physical Infrastructure and Support facility:

Institute thinks that keeping a spick-and-span campus is essential to creating a healthy environment. As a result, the Department of Facility Management (FM) was established to ensure that the physical, academic, and support facilities are maintained in a planned and methodical manner in accordance with the Institute's standard regulations.

i)   **Routine Maintenance:**

➢ Cleaning, dusting, sweeping, and mopping of all spaces is done on a daily basis by the contracted housekeeping crew, who are overseen by the FM Department.

➢ For this aim, the Institute has a variety of automated cleaning equipment. Cleaning charts and maintenance records are kept on a regular basis.

➢ Every Saturday, the cleaning staff receives training on various elements of upkeep.

➢ The Institute has multiple automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are maintained.

➢ Carpenters, Masons, Electricians, and Plumbers are among the Institute's staff for minor repairs.

ii)   Preventive Maintenance:

➢ **Painting**: The Institute has created a schedule to ensure that all areas are painted on a regular basis.

➢ **Structural Audit**s: Every three years, the Institute conducts a structural audit of the building with competent structural engineers.

➢ **Fire Alarm System**: The Institute has installed fire alarm systems as directed by the Kakinada Municipal Corporation's Chief Fire Officer. The system's upkeep is delegated to a municipally appointed entity. The agency performs monthly maintenance on the equipment and reports to the Security Officer.

➢ **Air Condition**ing: Air conditioning is available in several locations of the Institute. The heating, ventilation, and air conditioning (HVAC) system is maintained by a third party. The agency cleans the machines on a monthly basis and reports to the FM Manager..

➢ **CCTV:** Multiple CCTV cameras have been installed throughout the campus by the Institute. The system's upkeep is entrusted to a third party. The agency conducts monthly inspections of the equipment and reports to the Security Officer.

➢ **Water testing:** Although the Institute receives its potable water from MCK, the FM Department sends a sample of the water to registered laboratories for testing on a bi-annual basis.

➢ **Water Tanks / Septic Tanks**: : Professional service providers clean all underground and overhead water tanks three times a year with advanced equipment, including UV equipment.

➢ **Audio-Visual System**: High-end audio-visual systems are covered under the Annual Maintenance Contract. The agency cleans the equipment on a monthly basis and reports to the FM Manager.

➢ **Electrical Inspections:** Electrical fittings and other equipment, such as projectors, are inspected on a regular basis.

➢ **Pest Control**: Pest control, which includes general disinfection, rat treatment, and larva breeding, is carried out on a predetermined schedule. Anti-termite treatment is also performed on a regular basis.

II Maintenance of IT Infrastructure:

➢ The Systems Department guarantees that the IT Infrastructure is maintained in a planned and systematic manner, in accordance with the Institute's established principles.

➢ For efficient management of IT infrastructure on campus, the Institute maintains a full-fledged Systems Department with a certified Systems Manager. The Systems Department, which employs 16 people, guarantees that the IT infrastructure (which includes hubs, L1/L2 switches, Wi-Fi routers, and other peripherals) is always operational.

➢ The Institute has a policy of purchasing only high-end computer and networking hardware from reputable firms such as IBM, Dell, Acer, and Lenovo with extended 3-year warranties, and so the vendor/supplier is responsible for maintenance for the first three years.

➢ The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.

➢ For IT maintenance, the Institute has a full-time Maintenance Engineer and an independent maintenance room.

➢ Every laboratory keeps a thorough record of the equipment, including a Dead-Stock Register, Maintenance Register, usage, and Lab-Readiness Certificate. The Institute also has a full-time Maintenance Engineer and an independent maintenance room for carrying out IT maintenance. All documents are double-checked by the Lab in Charge (a faculty member) and stored according to normal protocols.

III Utilization of Physical, Academic and Support facilities:

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B) **Library:** The Library Committee is chaired (convened) by a senior faculty member, with a representative from each Department. The convener and members review the books, periodicals, journals, and magazines that faculty and staff members have requested on a regular basis and, after careful consideration, recommend that they be purchased. The books are then acquired and added to the library's collection. Day-to-day operations, such as issues and receipts, as well as routine upkeep of books, e-books, periodicals, journals, and other library materials, are the responsibility of the Library staff. The Library is completely digitised and linked to the Institute's virtual system. The soft system keeps track of all library stock and transaction records, as well as the accompanying system generated reports and documentation. The Library Committee

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MAINTENANCE POLICY 2018-19

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MAINTENANCE POLICY 2017-18

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