

Maintenance of Academic and Physical Facilities Policy

Objective:

- To maintain Academic and Physical facilities

Scope:

The institute has implemented a policy to maintain academic and physical facilities that covers buildings, laboratory equipment, lifts, fire extinguishers, generator, UPS, air conditioners, water coolers, photocopy machines, computer systems and surveillance systems.

Implementation:

As per the policy, the following procedure is to be adopted for maintenance:

- Building supervisors should take care of maintenance related to buildings, classrooms and water plant.
- Lab technicians should maintain the lab equipment
- Librarian should take care of library maintenance
- Network administrator should maintain computer systems, software licenses and LAN.
- Transport officer should take care of maintenance of transport facilities.
- Physical Education Director should ensure maintenance of sports facilities

Standard operating procedure:

- Buildings, classrooms and wash rooms are to be cleaned on a daily basis.

- Maintenance of facilities like lift, fire extinguishers, generator, UPS, air-conditioners, photocopier machines, transport facilities and surveillance systems is to be done as per their scheduled maintenance time lines.
- Maintenance of lab equipment, computer systems is to be done during the semester gap.
- Interim maintenance for all academic and physical facilities is to be performed as and when required.