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SHREE SANTKRUPA SHIKSHAN SANSTHA'S

SHREE SANTKRUPA INSTITUTE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi, DTE Mumbai & Affiliated to DBATU, Lonere and MSBTE, Mumbai

PRESIDENT	SECRETARY	PRINCIPAL
HON. DR. USHA A. JOHARI	HON. MR. PRASUN A. JOHARI	DR. SWANAND B. KULKARNI

Date- 02/09/2024

Maintenance Policy

Maintenance Policy Statement: The Maintenance policy of Shree Santkrupa Institute of Engineering and Technology, Ghogaon aims to ensure effective maintenance, handling, and management of various facilities, amenities and resources, including buildings, internal roads, garden, trees within the campus, computers, classrooms, common rooms, equipment and laboratories etc.

Maintenance Objectives:

The overall objective of the Maintenance Department of SSIET is to maintain, throughout its expected useful life, the interior and exterior of college buildings, the grounds, and the roadways, and all fixed and moveable equipment through preventive maintenance and repairs.

Further, the Maintenance objective is specifically intended to provide:

1. Buildings and their sections must be safely under use with top efficiency.
2. All facilities & equipment must minimize the possibility of fires, accidents, and safety hazards.
3. Continuous utilization of facilities without interruptions to the academics of all the programs.
4. Protection of college infrastructure through proper planning, scheduling, and preventive maintenance.
5. Quality and time management of maintenance tasks throughout the year with prior approval from the management.
6. Conservation of energy with the help of latest technology and energy conservation measures.
7. To maintain the print and digital resources of the Central Library in proper order
8. To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
9. To ensure proper maintenance of IT Network and CCTV cameras within the campus.

Maintenance Activities:

To maintain and upkeep the infrastructure SSIET campus facilities and equipment, following activities are taken by institute.

1) The College buildings are maintained by the Estate supervisor and his team and it is monitored by the admin office.

2) The College electrical Installations, waterlines are maintained by the Electrical Section of the College and it is monitored by the admin office.

3) Keeping department wise stock register by the concerned laboratory in-charge under the supervision of Head of the Department.

4) Every department executes annual stock verification through the appointed committee by the Principal.

5) Regular maintenance of laboratory equipment and chemicals are done by laboratory-in-charge of concerned Laboratory.

6) Overall Cleanliness of the campus is done by House Keeping Section of the college under the supervision of Estate supervisor.

7) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college House Keeping Section and Gardening Staff under the supervision of Estate supervisor.

8) College campus maintenance is monitored through regular inspection under the supervision of Estate supervisor.

9) Outsourcing can be used, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating the software by Network administrative.

10) The maintenance of the reading room and stock verification of library books is done regularly by library staff under the supervision of Library Committee.

Maintenance Procedure:

- Any problem that occurs in a department is represented to the maintenance supervisor by entering the required details in respective maintenance register.
- Under the direction of the estate supervisor, the relevant supervisor handles the particular issue.
- The skilled supervisor will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the central store through proper requisition form.
- If the material needs to be procured from outside, permission must be obtained from the principal with recommendation of estate supervisor.
- Annual stock verification is carried out every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained under the supervision of estate supervisor.
- While purchasing any new equipment, the terms and conditions are verified by the store/ expert faculty/principal/ technician are also taken into consideration before deciding the vendor for the purchase.

I- ACADEMIC FACILITIES

a) Class Rooms:

- Every department has a faculty in-charge/ Class-Teacher (CT) who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The Class-Teacher (CT) will resolve the problem through the Head of the Department following the internal operating procedure.

b) Laboratories:

- The maintenance and repair of Computer systems or equipment is carried out by the respective departments with the help of laboratory assistants, Network administrator as well as external agencies, if required.
- Every department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department lab assistant who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers followi purchase procedure.

c) Library:

- The maintenance of library is taken care by Librarian and the supporting staff.
- Internal periodic audits are carried out in the library for maintaining wellness of the books.
- Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

II- Computer and ICT Facilities

- The IT systems section maintains the firewall, LAN connectivity, and Campus Wi-Fi, CCTV and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by the Network administrator and Lab assistants of the respective department.
- If the department is not able to resolve the issue, the problem is referred to technician.
- In case the maintenance problem persists, the same is referred to the outside vendor in consultation with the principal.
- The functioning of college intranet and internet facility is monitored and maintained by Network administrator.
- Fibre Optic cable issues (if any) are maintained with the support from vendor.
- Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

III-Maintenance of Infrastructure (Building):

- Building maintenance includes construction work or modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for building structures, cleaning of water tanks, and sanitary arrangements. It will monitor by Estate Supervisor.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements within the campus.
- Annual inspection is carried out for Fire Safety by the Fire Service Department and issues fire safety certificate.

IV-Electrical Systems Maintenance:

- Weekly monitoring of electrical systems such as tube lights, fans, DG set energy backup system, solar energy illumination system, UPS, and batteries is carried out and its status is communicated to the admin office.
- The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Warrantee period or Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS are installed to ensure uninterrupted power supply for some computers.

V-Furniture Maintenance:

- Institutional furniture maintenance consists of customized fabrication of cabinets, tables, faculty seating arrangements, desks, counter tops, installation of doors and windows.
- The requirements are given to the store through internal requisition form.
- The procedures are followed for maintaining the furniture in the institution under the supervision of Estate supervisor and Admin office

VI-SPORTS AND GAMES FACILITIES:

- The indoor and outdoor sports facilities such as playgrounds, table Tanis, badminton court, open gym and all other sporting equipment are regularly supervised and maintained by the Sports In charge with the help of supporting staff.
- The requirements are given to the store through internal requisition form.
- The procedures are followed for maintaining the sports equipment in the institution under the supervision of sports in charge and Admin office.

VI- OTHER FACILITIES:

- The drinking water facility, RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water.
- Admin office is to monitor the drinking water facility and RO plant with the help of Estate Supervisor.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.

- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labour.
- The campus security is monitored by the Network administrator through surveillance Cameras.
- The Campus has Canteen facility where subsidized food is provided to faculty, staff and students.
- The maintenance of the canteen is the responsibility of canteen contractor under the supervision of food committee and admin office.

The SSIET shall continuously review and update the approved policy and is committed for its implementation. The updated policy is transparently available on institute website.
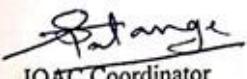
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