



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

Maintenance Policy

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MAINTENANCE POLICY

Objectives

The inclusion of the following goals should help in, formulating a successful plan, the operations and the maintenance of an institution:

1. Perform maintenance on a periodic basis.
2. Provide functional facilities that
3. Meet the University's requirements
4. Have an environmentally acceptable atmosphere for stakeholders
5. Ensure the health and safety of all personnel.
6. Identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned, included in the budget cycle, and completed on time.
7. Follow an orderly program so that administrative expenditures are minimized maintaining a relatively constant level of workload for personnel.
8. Conserve energy and resources by ensuring maximum operational efficiency of equipment and systems.
9. Maintain credible relations with users by providing well-maintained facilities and information on preventive maintenance activities.
10. Identify and implement possible improvements that reduce the cost, improve service, and result in operations that are more efficient.

1. Preventive Maintenance Policy

Preventive maintenance is regularly performed on a piece of equipment, which includes periodic inspections, adjustments, minor repairs, lubrications, and data recording. Such routine maintenance is essential to minimize the breakdown of equipment, utility systems and buildings and maximize the efficiency. It is performed on working equipment so that

it is not broken down unexpectedly. Preventive maintenance shall be performed by in-house staff for most of the places. ASIET takes the help of external experts for the equipment like elevators, copier machines, air conditioners etc. which are under annual maintenance. Preventive maintenance is mainly required for Classrooms, Tutorial rooms, Conference Halls, Laboratories, Research Centers, Library, Sports Complex, Vehicles, Computers etc.

1.1. Maintenance of Classrooms and Tutorial Rooms

Classrooms and Tutorial rooms with furniture and teaching aids are maintained by the respective department staff and attendants, supervised by the respective Head of the Department. The Heads of Departments shall report to the administration periodically for all the maintenance works. Students shall utilize all classrooms optimally during the daylong working hours and are mentored to upkeep the furniture.

1.2. Maintenance of Laboratories.

The respective faculty members, lab staff and other service personnel are given responsibility to maintain the equipment under their purview. Stock registers, procurement details, breakdown registers etc. are maintained by the respective laboratories to report for the repair and rectify the same. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the HoD/Principal. Standard operating procedures for all high end equipment are made available to the users. In-campus users register in the logbooks and are responsible for the safe handling of the equipment. Breakage and repair, if any, are reported to the Head of Department or the faculty in charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges are levied based on the cost of the equipment payable by the students at the end of the year. The condemned/obsolete items are discarded by procedure after getting the report of the HoD and the same is recorded in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high-end equipment and high-end servers and computers.

1.3. Maintenance of Conference Halls, Seminar Halls and Auditoriums

Conference halls, Seminar halls and Auditoriums are under the various departments of the institute. Cleanliness is taken care of by the housekeeping team. Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars,

conferences, and cultural events is made. For accessing the facilities, the organizing faculty/staff member register for the event with the support of HOD in the register provided in the office. Then the halls are allocated on priority basis.

1.4. Maintenance of Computers

The Head and support staff of the CSE Department maintains the IT facilities including computers, servers etc. The maintenance includes the installation and upgradation of required software and antiviruses. Campus WI-Fi is maintained by the IT administration team.

1.5. Maintenance and Utilisation of Library and Library Resources

The library staff is clearly instructed on the care and handling of library resources, particularly during processing, shelving and conveyance. The following steps shall be taken:

- a. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- b. Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- c. Dust should not be allowed to be deposited on the documents because the collection of dust causes staining of documents and promotes chemical and biological degradations.
- d. Proper cleaning and using the vacuum shall be done periodically to maintain a dust free atmosphere in the library.

1.6. Maintenance of Sports and Games goods:

The sports equipment, fitness equipment, playground and various courts are supervised and maintained by the Physical Education Director and faculty members of the Physical Education Department. Proper and adequate care shall be taken in maintaining the belongings.

1.7. Maintenance of Housekeeping

Cleaning of the campus including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day. The housekeeping supervisor shall report the completion of work to the Manager (administration)

1.8. Vehicle Maintenance:

All the vehicles used for the transportation of students and faculty are maintained by a team. Its fitness is verified by the team by ensuring proper maintenance and the required

repair on time. Efficient and experienced drivers are appointed. The other vehicle belonging to the trust/college, ambulance are well maintained and their usage are recorded in the log register.

2. Breakdown Maintenance Policy

The breakdown maintenance involves repair to reinstate a completely broken down machine. Breakdown maintenance shall be taken care of by in-house staff members. If required the help of outside expertise shall be sought.

All breakdown maintenance activities are classified into following categories.

- Electrical maintenance
- Computer maintenance
- Workshop maintenance

2.1. Electrical Maintenance

Electricians are appointed to look after the electrical maintenance of all electrical equipment and related switch gears. The procedure for resolving the electrical issues through the college office is as follows.

Step1: Respective department logs the complaint in the college office with a copy to the repair team.

Step2: Electrical maintenance incharge monitors and identifies the services requested by various departments.

Step3: Actions are initiated to solve the problem with the supporting staff and technical staff such as electricians etc.

Step4: Updates the office superintendent after the completion of the service requested.

Annual maintenance is done for the DG sets installed on campus with service reports. Also based on the audit report the required maintenance is done with the support of electricians and external experts.

2.2. Computer Maintenance

The ASIET IT team looks after the computer maintenance activities such as software updates, hardware repairs, antivirus installations, and network issues etc. The procedure for computer maintenance through the college office is as follows.

Step1: Respective department logs the complaint at the college office with a copy to the IT team.

Step2: Computer maintenance administrator verifies and identifies the services required.

Step3: Initiates the actions to solve the problem with the supporting and technical staff members.

Step 4: Updates the office superintendent after the completion of the service requested.

All UPS are given for annual maintenance and batteries are replaced if needed.

2.3. Workshop Maintenance

A team is appointed for looking after the workshop maintenance activities such as carpentry works, flex erection, furniture repairs etc. The following is the procedure for the workshop maintenance request through the college office.

Step1: Respective department logs the complaint to the office with a copy to the maintenance team.

Step2: Workshop maintenance administrator verifies and identifies the services required.

Step3: Initiates the actions to solve the problem with his supporting staff and technical staff such as carpenters and mechanics etc.

Step4: Updates the office superintendent after the completion of the service requested.

2.4. Calibration

- Calibration needs of various equipment and their monitoring devices shall be undertaken to ensure the accuracy of their outputs/measurements.
- Master calibration plan is prepared by HoD once or twice in a year depending on manufacturer recommendation.
- Calibration to be undertaken by each department and the calibration report is maintained in the department. A sticker with date of calibration, due date and the company name is displayed on the equipment after calibration.
- Calibration is carried out with the help of external calibration agencies maintaining the protocols and traceability.
- The calibration or traceability shall be taken into consideration to appropriate national standards wherever applicable.
- In case of any doubt about the accuracy and measurements given by the equipment, the same shall be tested and verified for actual diagnosis before usage.