Policy Document for Infrastructure Maintenance
(Revision June 2021)

Scope of the policy
1. Maintenance of Laboratory Equipment and their readiness
2. Maintenance of infrastructure in the Campus
3. Maintenance of Hardware, Software & IT facilities
4. Maintenance of facilities in the Campus & conduction of audits

Objective:
The objective of this policy is to ensure a well maintained, clean and safe educational environment and effective utilization of available resources.

Standard Operating Procedure (SOP):
To ensure a clean and safe educational environment and effective utilization of resources, the overall maintenance would be supervised under the four committees constituted under the Dean Administration namely
1. Lab Maintenance (related to Laboratory)
2. Campus Maintenance (general)
3. Maintenance of Hardware, Software & IT facilities
4. Facility Maintenance & Audit

A. Lab Maintenance (related to Laboratory)

- Ahead of each Academic Year, the committee initiates the process of preventive maintenance equipment in the laboratories of all the departments. A timeline is given to lab incharges to carry out internal inspection to ensure proper functioning of the instruments / equipment. The record of the same is maintained by the lab incharges and a report is submitted to the maintenance committee. After the inspection, the lab incharges required to submit a lab readiness report for the upcoming semester.
- The maintenance committee carries out visits to the different laboratories and validates the lab readiness report.
- If any equipment is not functioning properly, the lab incharges should call the vendors who provided the equipment. The repair / maintenance work is to be carried out through the vendor, as per the requirements.
- If the equipment is found to be non-repairable, a report is obtained from the vendor. This is submitted to the principal for further advice.

B. Campus Maintenance, Write-Off
- A request for maintenance (related to campus) is to be submitted to the respective coordinating staff / faculty.
- Maintenance work is carried out at the institute level using available resources and personnel. If the work is beyond this scope, the request is forwarded to the supervisors and civil engineers appointed by the trust. These persons would visit the site and carry out the further work as per need.

- As per the guidelines provided by DTE / AICTE / SPPU / Government of Maharashtra, precautionary measures related to Covid are to be implemented in the campus. These measures include use of PPEs by staff, use of hand sanitizers and periodic floor sanitization by housekeeping staff.

C. Maintenance of Hardware, Software and Internet Task

- A request for repair / maintenance (related to hardware / software / other IT facilities) is to be submitted to the technical assistants in the Computer Department.
- Repair / Maintenance work is carried out at the institute level using available resources and personnel. The record of the same is maintained.
- If the work is beyond this scope, the work is forwarded to the vendors / service provider to carry out the maintenance services.
- An estimation about the cost of repair / maintenance is obtained from the vendor / service provider. If necessary, quotation of the work is to be obtained from another vendor / service provider. After negotiations, repair / maintenance work is allotted to a reliable service provider / vendor.

D. Facility Maintenance & Audit

- The various facilities like RO Plant, Sewage Treatment Plant, Biogas, Electrical Generator, Rain-Water Harvesting, Bore-Well, fire-fighting equipment etc. are available in the campus.
- As per the requirement, maintenance work is carried out at the institute level using available resources and personnel. If the work is beyond this scope, the work is forwarded to the vendors who provided the equipment / facilities / services to carry out the maintenance services.
- An estimation about the cost of repair / maintenance is obtained from the vendor / service provider. If necessary, quotation of the work is to be obtained from another vendor / service provider. After negotiations, repair / maintenance work is allotted to a reliable service provider / vendor.
- The audits such as Green Audit and Energy Audit are to be initiated well ahead before the expiry period of previous audits.

Dean Administration