

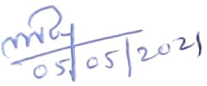
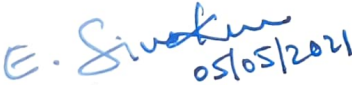
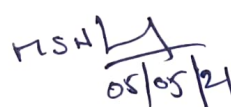

MAINTENANCE POLICY

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MAINTENANCE POLICY

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1. PURPOSE

MLR Institute of Technology believes that periodic maintenance of any equipment/building is necessary to extract the maximum output and to utilize its services for a longer time. This policy provides the procedure of keeping the physical infrastructure of the institution in good condition. “**Maintenance Policy**” at the MLR Institute of Technology refers to the process of keeping the infrastructure in the institution in perfect working condition to give optimum service. Maintenance also refers to maintaining the institution premises clean, green, and hygienic. The policy shall apply to the Classrooms, Laboratories, Library, Sports, Electrical, Plumbing, Carpentry, House-keeping, and Gardening maintenance.

2. SCOPE

Keeping all the physical infrastructure like buildings, electrical equipment, computers, projectors, printers, lab equipment, classrooms, corridors, seminar halls, auditorium, ground, sports complex, and approach road in good condition will be covered within the scope of the policy.

3. POLICY STATEMENT

Students, teaching, and non-teaching staff of MLR Institute of Technology shall follow systems and procedures for appropriate maintaining of its physical infrastructures such as buildings, furniture, electricity, water treatment plants, waste & sewage disposal, and garden, etc.

In addition, periodic maintenance, preventive, and breakdown maintenance are carried out as and when essential for effective utilization of infrastructure. Annual maintenance (AMC) shall be provided for expensive equipment in the laboratories. Repair and

replacements for electronics, electrical equipment, computers, and furniture, need to be done periodically.

AMC: The institution's laboratory apparatus and other high-value items are to be maintained by the corresponding suppliers as per the AMC Policy.

Periodic Maintenance: Periodic maintenance of the facilities/equipment as per the schedule shall be cautiously implemented by the persons assigned with the responsibility of that work. The institution's buildings, gardens, water bodies, transport, gymnasium/sport/games, electric equipment, and electronic equipment etc. are to be monitored and maintained periodically.

Break-down Maintenance: Any break-down of any asset/property/facility/ equipment which needs urgent repair, the institution shall attend to it immediately for the uninterrupted flow of work. Facilities such as furniture, water-systems, electric system, IT infrastructure like CCTV, biometric devices, Wi-Fi, website, vehicles, public address system, lab equipment come under the break-down maintenance system. Any break-down of electronic gadgets or equipment with warranty periods, the suppliers/their agencies should be instantly contacted for restoration of the equipment through repair/replacement.

3.1 Maintenance of Physical Infrastructure:

All the physical facilities are maintained by the administrative officer, who will manage the supervisors, technicians, workers, and support staff. Services of the carpenter, electrician, plumber, and networking engineer are available on the campus. The electrician is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels, etc. Maintenance of plumbing, sewage, and drainage is undertaken by support staff. The campus landscape and garden maintenance are under the control of the supervisor, who allocates workers regularly and also as per requirement. The supervisor and the support team monitor the maintenance and cleanliness of the buildings, classrooms, furniture, labs, campus ground, sports facilities, students' amenity areas, and hostel buildings. Housekeeping services are also taken care of by the team.

3.2 Maintenance of Class rooms and Laboratories:

Classroom furniture, ICT facilities, and laboratories are maintained by the respective department staff. The housekeeping staff is supervised by the campus

supervisor. The computer laboratories are under the control of the HOD of the CSE Department; however, the system administrators take care of all computers in the institution. The HoD reports to the administration periodically for all the maintenance works. Minor repairs are to be reported to the administrative officer and attended on a priority basis. Laboratory assistants monitor the effective utilization of the laboratory equipment. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

3.3 Maintenance of Library:

The Library Information Center at MLR Institute of Technology has a qualified librarian and two assistant librarians to maintain it properly. The Library book issue/return system is automated completely using "NewGenLib" computer application software. Librarian will collect the requirement for the list of books, journals, and other resources from all HoDs before the commencement of each academic year. The library must update its books repository every year as per the changes in the curriculum. The proper login of visitors/users (Students and staff) are maintained on daily basis. Library attendees should help in placing the books in the racks daily.

3.4 Maintenance of Sports:

The institution maintains the required number of physical directors and dedicated coaches on rolls to look after the day-to-day games and sports events of the college. Student participation in outdoor games such as ball badminton, volleyball, cricket, tennis, etc., are encouraged. Periodic maintenance of basketball court, cricket, volleyball court, kabaddi court, and indoor stadium for playing shuttle, table-tennis, caroms, and chess, should be done.

The gym equipment servicing should be taken up as and when required under the supervision of the physical education director. Playgrounds should always keep equipped with necessary preparations for students' utilization. Regular maintenance of the college indoor and outdoor sport and games facilities are supervised and maintained by support staff appointed for the purpose.

3.5 Maintenance of Water Treatment Plant:

The institution maintains Reverse Osmosis (RO) plants to supply drinking water to the college and hostels. The college campus is facilitated with pure RO drinking water with water dispensers in every block to provide pure and safe drinking water

to all. Water dispensers are placed on each floor in every building. A high level of maintenance and regular testing are being done to ensure the quality of the water. The water storage tanks will be cleaned properly at regular intervals.

3.6 Sanitization:

The Institute has taken all precautionary measures in line with the orders and guidelines issued by State Government to make sure that the institute is fully sanitized and all cautionary measures have been placed for pandemic COVID 19. Housekeeping team is responsible for this crucial duty for keeping the college building clean by continuously disinfecting the entire classrooms, toilets, corridors, lifts, staircase railings, and also entire campus.

4. GENERAL MAINTENANCE PROCEDURE

1. The administrative officer is the authoritative person for resolving the repairs/maintenance of infrastructure.
2. Any student or teaching or non-teaching staff can raise a ticket using the help topics available in the ticketing system.
3. The tickets will be automatically directed to the concerned department to which that help topic is assigned to.
4. The concerned agent/Head of the department will assign a technician/electrician to the ticket to complete the job within two days.
5. Upon completion of the work, the technician shall report the nature of the work completed to the Head of the department/Agent.
6. The Head of the concerned support department/ agent will close the ticket.
7. If any fittings/spares are required to complete the work, the technician should intimate the administrative officer to procure and provide within an estimated period to complete the work.
8. In case of equipment/machines not covered under AMC, the service/repair work will be outsourced with the permission of the principal.
9. All the condemned equipment should duly be reported to the administrative officer, such items shall either be discarded or put into auction/scrap once a year.
10. All the departments must maintain proper stock registers and the institution shall constitute a committee for stock verification once a year and report to the authorities.