



MAINTENANCE POLICY


INTRODUCTION:

Avanthi Institute of Pharmaceutical Sciences own and operative infrastructure to deliver its teaching, learning and research programs. The institute has structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities. The physical facilities are maintained by the maintenance team, which comprises skilled faculty for supervision and lab technician for service. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc., the request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team attends, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers, If the service does not come under guarantee/ warranty/free service period, quotations are received from the supplier as well as from two other companies. Competitive statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The maintenance team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the house team and available during day time in all working days Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filling and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages,

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charge and lab assistants take care of their respective laboratories.




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Class Room Maintenance:

1. Adhoc Maintenance: Maintenance of the Electrical Items and Furniture are done in the following order.

- A. Service Request Send to
- B. HOD
- C. Principal
- D. Maintenance Team
- E. Work Carried Out
- F. Feed Back after Service.

2. Regular Maintenance: Maintenance of the Floor Cleaning and Furniture Cleaning.

- a. Housekeeping maintenance Report
- b. Building in Charge
- c. Maintenance Team
- d. Principal

MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

The following steps need to be taken:

Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed. A too-fully shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Proper pest management is done to minimize the problems causes by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats. Vacuum should be done regularly and carefully. Magnetic discs or documents containing disc should not be kept open or near any magnetic or electric



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equipment, i.e. tape recorders, air- conditioners, etc. such material should be kept in dust -free temperature and humidity controlled room.

MAINTENANCE OF COMPUTING FACILITIES

Maintenance team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and wi-Fi are maintained by system administration department of the college.


The following are the steps to maintain the computers, servers, and scanners.

- ✓ Problem identification
- ✓ Service Request send to
- ✓ HOD
- ✓ Principal
- ✓ Maintenance Team
- ✓ Rectified: If yes : Feedback after service
- If no: External service carried out.

MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and service personnel are given responsibility to maintain the equipments under their preview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HODs time to time enhancing their technical skills.




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MAINTENANCE OF MACHINE AND EQUIPMENTS

1. Regular Maintenance: Cleaning of machines/ equipment and monitoring for working status.

2. Break down Maintenance:

- a. Problem identified
- b. Service request send to
 - ✓ HOD
 - ✓ Principal
 - ✓ Maintenance Team
- c. Rectified: If yes : Feedback after service

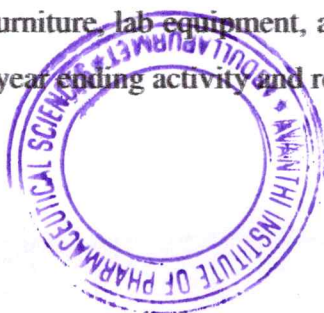
If no: External service carried out

MAINTENANCE OF OTHER AMENITIES

Reverse Osmosis (RO) Consumables, membranes, filter and chemical which are to be replaced/ recharged is covered within the annual maintenance contract made with the company, Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under maintenance of supplier and in-house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fires extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, and stationary and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.



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DAY-TO-DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages. Leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairs locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.




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