



HINDUSTHAN INSTITUTE OF TECHNOLOGY

Autonomous Institution affiliated to Anna University, Approved by AICTE, New Delhi

Accredited with 'A' Grade by NAAC, Accredited by NBA (Aero, CSE, ECE and MECH)

Valley Campus, Pollachi Highway, Coimbatore - 641 032



MAINTENANCE POLICY

AUG 2024

MAINTENANCE POLICY

The maintenance policy is framed to ensure the optimum utilization and maintenance of infrastructure facilities by students and faculty without any inconveniences and shortage. The financial allocation for maintenance and upkeep of resources is decided by holding regular meetings of various committees constituted for this purpose.

The objectives of the infrastructure maintenance policy and processes are:

- To set standardized utilization and maintenance procedures for resources and services
- To ensure constant, uninterrupted and smooth functioning of physical, academic and support service facilities
- To improve the co-ordination between facility allocation and utilization to achieve the optimal usage of resources including classrooms, laboratories, library, sports facilities etc.
- To reduce the probability of accidents at workplace for ensuring safety
- To prevent the misuse and mishandling of resources and services
- To provide proper guidance for all the stakeholders to carry out their day-to-day activities with relative comfort and ease
- To optimize and enhance the usage of resources based on the needs of education, research and administration
- To have an efficient mechanism in place for the upkeep of the infrastructure and other support facilities
- To enable timely up-gradation, replenishment, repair and replacement of resources and services

CIVIL, MECHANICAL AND ELECTRICAL MAINTENANCE

The regular upkeep of the infrastructure such as general repairs of buildings, preventive maintenance of buildings, painting, masonry and plaster work, carpentry and plumbing work is executed periodically by qualified and skilled manpower.

There are engineers, technicians, masons, plumbers, electricians, carpenters and painters deputed by the institution to ensure the proper maintenance of all physical, academic and support facilities. These team members perform the inspection, repair, and maintenance of building systems including electrical and water systems.

Tasks are typically assigned by work orders and maintenance workers report to supervisors who oversee their tasks. All the documents pertaining to maintenance and service including service requests, work orders, invoices and quotations are maintained by the heads of the respective maintenance departments. The details of the maintenance are recorded in the maintenance /service registers.

The civil maintenance team is responsible for building works such as inspection, repair and renovation of structures, walls, ceilings, roofs and floors. This includes structural repairs, crack filling, plastering, painting, water proofing and weather proofing. They are also responsible for carpentry works including repair and replacement of doors, windows, furniture and fixtures.

- The entire electrical infrastructure is maintained by the electrical department. Their work involves regular checkups and maintenance of transformers, circuit breakers, power outlets, distribution lines etc. They are also responsible for installing and maintaining electrical fixtures, switches, fans and lights within the campus.
- The air conditioners, lifts, generators, solar panels and water filters are under AMCs with their respective authorized service providers and are regularly monitored by the electrical department.

- The maintenance of tanks, pipes, valves and drains are carried out by the plumbers. In addition to this, they are responsible for the repair and maintenance of lawn sprinklers, sinks, faucets, water closets and other sanitary fixtures.
- The sewage treatment plant, bio-gas plant and rainwater harvesting systems are installed, operated and maintained as per their respective norms and regulations.
- Fire extinguishers are placed at appropriate locations and are refilled periodically. The demonstration regarding its use is given to faculty and students. First aid kits are restocked immediately after consumption and/or expiry.
- E-waste collection bins are placed on every department to enable the students and faculty to dispose the electronic wastes in a responsible manner. This helps in sensitizing the harmful effects of improper disposal of e-waste and the importance of segregating e-waste for further treatment and processing. The e-waste is then collected by a third party e-waste management firm on a quarterly basis

CLASS ROOMS MAINTENANCE

The class room amenities (furniture, black boards, fans, lights, ICT facilities, Wi-Fi connections) are checked periodically physically verified and correction action is taken to repair or replace, if found damaged under the knowledge of respective Head of Department. Enough fire extinguishers are placed at different locations in the academic blocks, which are serviced by an external agency appointed by the management.

MAINTENANCE OF CAMPUS CLEANLINESS

The housekeeping team handles the cleaning of buildings and other facilities. This includes sweeping, mopping floors, vacuuming carpets, cleaning bathrooms, and washing windows and glass doors. The gardeners are responsible for the maintenance of gardens, lawns and landscapes.

MAINTENANCE OF SPORTS FACILITY

The sports and gym facilities are supervised by the physical director and his team members. Expensive gym equipment's are maintained through AMCs. Maintenance of various courts and grounds are done annually during the vacation and seasonal maintenance is done once in every three months.

LABORATORY MAINTENANCE

The respective laboratory in-charges and lab technicians are entrusted with the responsibility to maintain the equipment under their purview. Stock registers, issue/utilization register, maintenance/service register are maintained by the respective laboratory in-charges to report entries and defects arising for rectification. Lab equipment are serviced by manufacturers and authorized service personnel during summer and winter vacations and as and when required. Stock registers are updated and maintained on a regular basis.

- Floor cleaning of the labs are done by the housekeeping team on a daily basis. Floor mopping, cleaning of windows, doors and other fixtures are done twice in a week.
- Lab technicians are responsible for the daily cleaning of equipment and work tables.
- Lab technicians are also responsible for checking the working condition of the equipment on a regular basis and carrying out minor repairs if any.
- Calibration of equipment is done on a regular basis either through manufacturer AMCs or by authorized service providers.
- Laboratory manuals are provided to the students at the beginning of semesters which includes the list of experiments, procedure of experiments, general and safety procedures, etc.
- Standard operating procedures for all high end equipment are made available to the users.

- Students are given clear instructions about handling the instruments before the start of the experiment by the subject handling faculty.
- Students and faculty members should make an entry in the equipment issue/utilization register before availing it for usage.
- Breakage and repair if any are reported to the concerned lab in-charge or the head of the department as the case may be and suitable measures are taken for the speedy replacement / restoration of the equipment.
- Breakage of glassware intended for use by students is entered and charges are levied based on the cost of the equipment payable by the students at the end of the year.
- Stock verification is carried out at the end of each semester to identify the condition of the equipment and the requirement of consumables.
- Any request for purchase of equipment, consumables, servicing and calibration etc. should be given well in advance before the start of the semester by the respective lab in-charges through the head of the department to the principal.
- The stock register and the stock verification report are audited by the inspection committee once in a semester.
- In case of any purchase / servicing of equipment, the concerned lab in-charge issues a purchase / service request along with a comparative statement of quotations through the head of the department to the principal. The principal forwards the same to the purchase officer.
- Based on the request received, the purchase committee assigns a suitable vendor / service provider for delivering new equipment / servicing of the existing equipment.
- After the delivery / servicing of the equipment, the same is updated in the stock register and the bill is passed for settlement by the respective lab in-charges through the head of the department to the principal, who then forwards to the purchase officer.

- Scrap items are identified with the help of lab in-charges and head of the department at the end of each semester and are sent to the scrap yard.

COMPUTER AND IT MAINTENANCE

- The computer centres are monitored by the Systems Administrator with a team of qualified lab technicians for maintenance and troubleshooting activities.
- Systems audit has to be done at the beginning of every semester and a report on the requirement of new machines, replacement of worn out parts/out dated machines and upgrading of the machines has to be planned and done as per plan.
- All computers in the campus premises were connected by LAN. The systems section maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute.
- The computers, LAN and Wi-Fi connections are maintained by CMD team under the supervision of HoD, Department of Computer Science and Engineering. The functioning of internet and intranet facilities are monitored and maintained by CMD Department.

LIBRARY MAINTENANCE

- The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.
- The addition and deletion of journals and magazines for the next calendar year is done through recommendation from the departments
- The library will continue with the existing subscriptions for journals and magazines if no recommendations are received
- Physical verification of the library stocks is carried out to identify the losses, misplacement and mutilation of books and documents that need reparations or to weed them out from the library collection

- Document maintenance includes dusting, cleaning, shifting, shelving, labelling, rearrangement, shelf rectification, stock verification, binding, preservation and weeding out.
- Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of the library committee
- Documents in the library are arranged in a logical order to save the time of the users.
- Digital Policy of library is followed as per the direction.

GREEN ENVIRONMENT MAINTENANCE

The Green environment inside the campus is monitored and maintained by NSS officer and Estate Manager under the guidance of Principal and Management.

CCTV SURVEILLANCE MAINTENANCE

The entire campus is monitored by CCTV cameral surveillance, which are maintained the CMD Department

CAFETERIA MAINTENANCE

The institute has spacious cafeteria provides quality food at subsidized cost to staff and students. The cafeteria is maintained by the cafeteria manager under the supervision of Principal and Management.

TRANSPORT MAINTENANCE

The transport officer and his team are responsible for the maintenance of the buses, cars and other commercial vehicles of the institution. The buses are operated and maintained as per the SOP of the government. Regular servicing and repairs are carried out by the authorized service providers through AMCs.

ATM MAINTENANCE

City Union Bank and Canara Bank ATMs are functioning inside the campus for cash transactions of students and faculty members. The maintenance of these ATMs are taken care by the respective banks.

DAY TO DAY EMERGENCY MAINTENANCE

The Civil/Electrical Maintenance Section handles minor repairs that call for day-to-day maintenance inspections, such as changing light bulbs, repairing water leaks—leaking water pipes, taps, valves, and cisterns—clearing blocked drains, repairing locks and door handles, and other everyday operating repairs.

MAINTENANCE OF OFFICE RECORDS

The office Manager is responsible for the maintenance of

- Students related records - profile, copies of certificates, Scholarship form, request forms etc.,
- Teacher related records- profile, copies of certificates, promotional /service orders, salary records etc.,
- Accounts related records bill books, challans etc.,
- Stationaries, Printing materials, etc.,
- Affiliation and Approval documents.

The store attended with the office is used for the storing and maintenance of the records.

Only authorized persons are allowed. The record room is protected with fire protection.




Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindustan Institute of Technology
Coimbatore - 641 032.

