



ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY

(Permanently Affiliated to JNTUK, Kakinada, Approved by AICTE,
New Delhi, Accredited by NAAC-UGC)

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Aditya Nagar, ADB Road, Surampalem, 533437

Maintenance Policy and Process Manual



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Introduction:

The college has built an eccentric atmosphere for educational pursuits. It takes a lot of struggle to have contemporary physical facilities. The maintenance of the building is handled by a distinct department. All departments have distinct protocols for upholding their equipment. The faculty in charge of each laboratory is accountable for its running. For the repair of all equipment's, suitable skilled persons are engaged. The Librarian retains the library, which is supervised by the Library committee. This committee is in charge of processing the specifications. All sports facilities, including the Gymnasium, are overseen by the Physical Director. The computers are adequately examined and maintained, and the software is adjusted in accord with necessities. The maintenance of ICT equipment used for teaching and learning is habitually prioritized. Generators are on hand at the college to ensure that classes and laboratory assemblies are not disrupted by power outages. The institution takes special care and plans activities to ensure that physical resources are used to their full potential. The college has sufficient workforce to retain the campus, including its physical facilities, in decent condition. Each department has the essential amount of classrooms to maintain the steady instructional timetable. Every classroom has been considerately designed and is well-ventilated. Each classroom is equipped with multimedia equipment. The housekeeping team at the institute keeps the classrooms clean and well-maintained. The classroom monitors are keeping a close

eye on this. Seldom are classrooms equipped for competitive exams from both government and private establishments. Each department has a satisfactory number of laboratories furnished with cutting-edge equipment, which progresses and fosters an ideal training and learning atmosphere. And each lab has a lab-in-charge and a lab associate who are in care of frequently maintaining, informing, and servicing the apparatus. For inter-building connectivity, the campus has an optical fiber backbone, and each building has its own LAN. The computer centre also hordes online exams, aptitude tests, and other competitive exams. The Network Commissioner is in charge of the institute's server space, as well as networking and device maintenance. The Librarian and his workforce retain the library in decent functioning order, with aid from the library committee. A campus maintenance squad is in charge of observance the library clean. The department libraries are managed by the department faculty. The central library has a devoted workforce and maintenance team for the in-charges of the appropriate departments, as well as for assistance and repairs. A barcode scanner is used to check inventory. Female, male pupils and employees have access to restrooms at the establishment. With health and hygiene as a highest importance, the institute built vending units for sanitary napkins and proper disposal of used ones. Yoga and meditation centres will benefit both faculty and student's physical and mental health. The institute has an enjoyable play area with equipment for games and sports such as cricket, basketball, volleyball. A gym with a

certified and professional Physical Director is also existing. Indoor games such as TT, Carom, and Chess are available to pupils. Students who are involved in sports will use the sports complex's equipment. Students and faculty have access to a medical centre on campus. A full-time doctor is available to lever medical crises. A medical associate, a lady associate, and an ambulance are part of the emergency response team. A first-aid kit is accessible in each department's laboratory. The institute's environment is retained clean and green, and all conveniences such as drinking water, restrooms, gardening, and power are accessible 24 hours a day. Bore wells, dedicated water tanks, a RO plant, and a rain harvesting scheme help to provide water uninterruptedly. Suggestions, surveys, and grievance provide the essential corrective mechanisms to ensure maximum satisfaction.

Maintenance policy goals

The inclusion of the following goals should help a Facility formulate a successful operation and maintenance of institute program:

1. Perform maintenance on a periodic basis.
2. Provide functional facilities that (a) meet the Institution's requirements; (b) have an environmentally acceptable atmosphere for students, faculty, and staff; and (c) ensure the health and safety of all personnel.
3. Identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned and completed in a timely manner.
4. Follow an orderly program so that administrative costs are minimized and the workload for personnel is maintained at a relatively constant level.
5. Conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.
6. Maintain credible relations with users by providing well-maintained facilities and information on preventive maintenance activities.
7. Identify and implement possible improvements that will reduce costs, improve service, and result in more efficient operation.

Maintenance Policies and Procedures

Aditya College of Engineering and Technology guarantees that the physical, academic, and support facilities are maintained in a planned and methodical manner, in accordance with the Institute's standard regulations.

Guidelines to maintain physical, academic and support facilities:

- Prepare a normal and preventative maintenance schedule and carry it out with the assistance of external agencies.
- Execute the emergency maintenance schedule on a first-come, first-served basis.
- Prepare maintenance reports and send them to higher authorities for approval and input.

On campus, there are adequate academic, physical, and support facilities. Various methods and procedures have been devised to ensure their upkeep and optimal exploitation for the benefit of all stakeholders.

I Maintenance of Physical Infrastructure and Support facility:

A) Institute thinks that keeping a spick-and-span campus is essential to creating a healthy environment. As a result, the Department of Facility Management (FM) was established to ensure that the physical, academic, and support facilities are maintained in a planned and methodical manner in accordance with the Institute's standard regulations.

B) Routine Maintenance:

- Cleaning, dusting, sweeping, and mopping of all spaces is done on a daily basis by the contracted housekeeping crew, who are overseen by the FM Department.
- For this aim, the Institute has a variety of automated cleaning equipment. Cleaning charts and maintenance records are kept on a regular basis.
- Every Saturday, the cleaning staff receives training on various elements of upkeep.
- The Institute has multiple automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are maintained.
- Carpenters, Masons, Electricians, and Plumbers are among the Institute's staff for minor repairs.

C) Preventive Maintenance:

Painting: The Institute has created a schedule to ensure that all areas are painted on a regular basis.

Structural Audits: Every three years, the Institute conducts a structural audit of the building with competent structural engineers.

Fire extinguishing System: The Institute has installed fire extinguishing systems all around the campus. Periodic checks are often performed to ensure all fire extinguishing systems are in working condition.

Air Conditioning: Air conditioning is available in several locations of the Institute. The heating, ventilation, and air conditioning (HVAC) system is maintained by a well-qualified technical associates. The technical team cleans the machines on a monthly basis and reports to the FM Manager.

CCTV: Multiple CCTV cameras have been installed throughout the campus by the Institute. The system's upkeep is entrusted to a well-qualified technical associates. The maintenance team conducts monthly inspections of the equipment and reports to the concerned authorities.

Water testing: Although the Institute receives its potable water from MCK, the FM Department sends a sample of the water to testing authorities for testing on a bi-annual basis.

Water Tanks / Septic Tanks: : Professional service providers clean all underground and overhead water tanks three times a year with advanced equipment, including UV equipment.

Audio-Visual System: High-end audio-visual systems are maintained periodically under the supervision of well qualified team of technical persons. The upkeep cleans the equipment on a monthly basis and reports to the FM Manager.

Electrical Inspections: Electrical fittings and other equipment, such as projectors, are inspected on a regular basis.

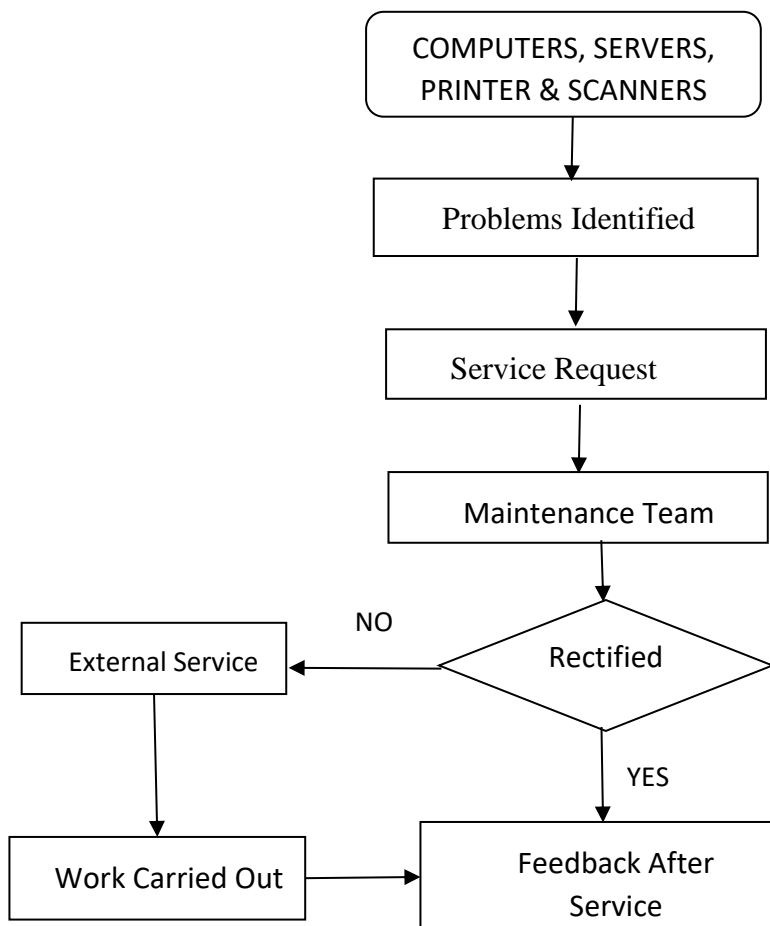
Pest Control: Pest control, which includes general disinfection, rat treatment, and larva breeding, is carried out on a predetermined schedule. Anti-termite treatment is also performed on a regular basis.

II Maintenance of IT Infrastructure:

- The Systems Department guarantees that the IT Infrastructure is maintained in a planned and systematic manner, in accordance with the Institute's established principles.
- For efficient management of IT infrastructure on campus, the Institute maintains a full-fledged Systems Department with a certified Systems Manager. The Systems Department, which employs skilled people and guarantees that the IT infrastructure (which includes hubs, L1/L2 switches, Wi-Fi routers, and other peripherals) is always operational.
- The Institute has a policy of purchasing only high-end computer and networking hardware from reputable firms such as IBM, Dell, Acer, and Lenovo with extended warranties, and so the vendor/supplier is responsible for maintenance. The Server and the firewall are periodically maintained.
- For IT maintenance, the Institute has a full-time Maintenance Engineer and an independent maintenance room. Every laboratory keeps a thorough record of the equipment, including a Dead-Stock Register, Maintenance Register, usage, and Lab-Readiness checks. The Institute also has a full-time Maintenance Engineer and an independent maintenance room for carrying out IT maintenance. All documents are

double-checked by the Lab in Charge (a faculty member) and stored according to normal protocols

COMPUTER MAINTENANCE PROCEDURE



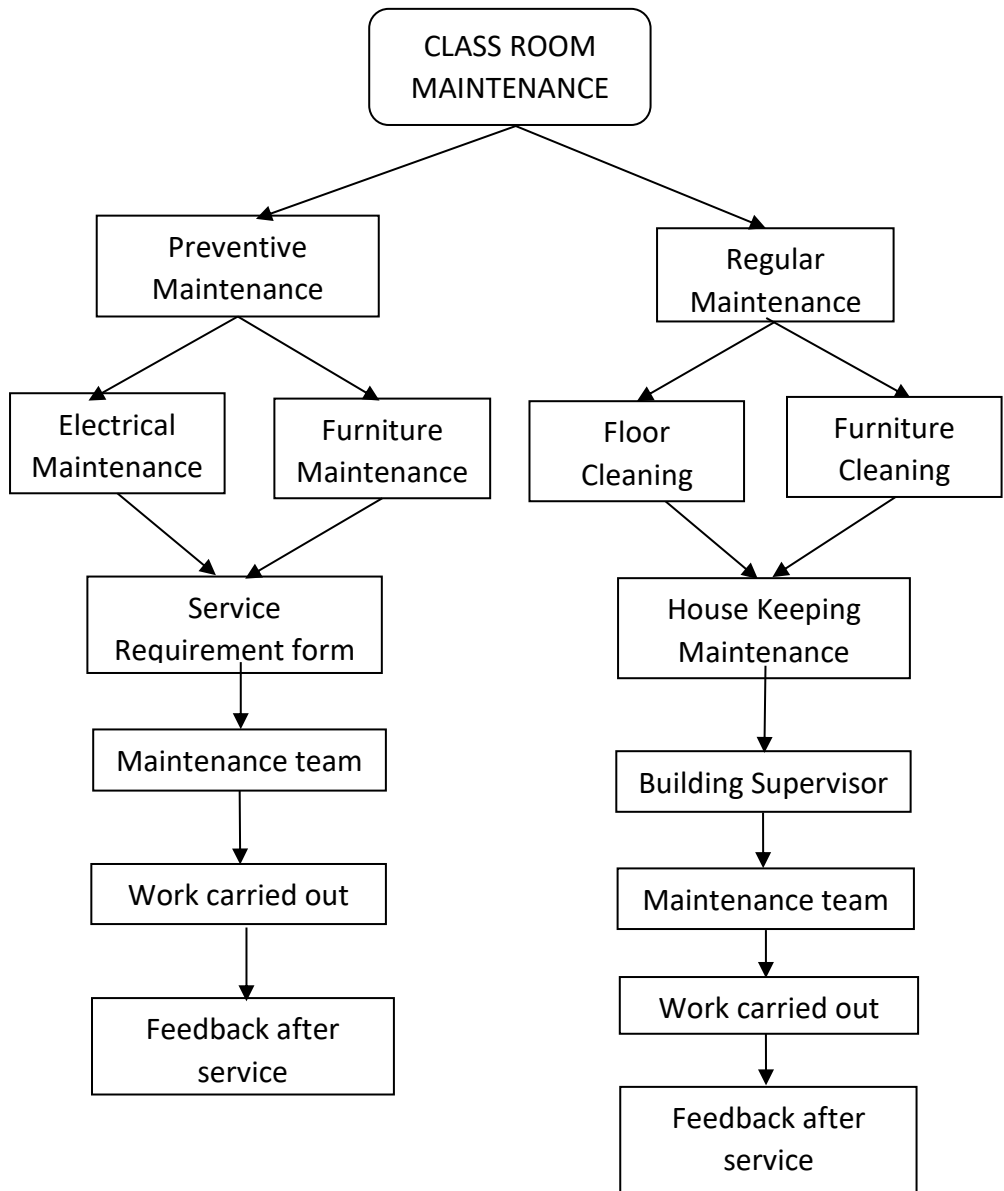
III Utilization of Physical, Academic and Support facilities:

- A) Classrooms / Laboratories / rooms:** The Timetable Committee notifies the FM team of the required use of these instructional areas so that the FM team can dispatch the necessary maintenance personnel and programme accordingly.
- B) Library:** The Library Committee is chaired (convened) by a senior faculty member, with a representative from each Department. The convener and members review the books, periodicals, journals, and magazines that faculty and staff members have requested on a regular basis and, after careful consideration, recommend that they be purchased. The books are then acquired and added to the library's collection. Day-to-day operations, such as issues and receipts, as well as routine upkeep of books, e-books, periodicals, journals, and other library materials, are the responsibility of the Library staff. The Library is completely digitised and linked to the Institute's virtual system. The soft system keeps track of all library stock and transaction records, as well as the accompanying system generated reports and documentation. The Library Committee sets the hours of operation for the Library and Reading Room. During exam periods, the library hours are sometimes extended.
- C) Sports Complex:** The Institute's Sports Department is led by a trained multiple physical directors. The physical director's positions are all full-time. The campus contains an Indoor Gymkhana with chess,

yoga, and carom amenities. Students can play basketball, volleyball, on the institute's outdoor multi-sport ground. The Sports Department team is in charge of all of the athletic facilities. During the yearly sports event, they conduct training activities and monitor inter-class and inter-collegiate contests. Facility Management is responsible for the general sanitation and upkeep of the grounds and Gymkhana.

D) Emergency response Healthcare centre (Apollo Shine Foundation) and Ambulance Services: In the event of a medical emergency, the Institute also provides a healthcare centre (Apollo Shine Foundation) and an emergency ambulance service. Top line emergency services has a yearly contract with the Institute. Every person on campus, including students, visitors, teaching staff, non-teaching employees, administrative staff, and supporting staff, has access to the emergency services. A full-time doctor and multiple medical associates are available to lever medical crises. Within few minutes of receiving the call, the ambulance arrives on campus. A medical attendant, rescue team member, and a driver are all aboard the ambulance. They administer first assistance and, if necessary, transport the individual to the nearest government or private hospital.

CLASS ROOM MAINTENANCE PROCEDURE



MACHINES AND EQUIPMENT MAINTENANCE PROCEDURE

