

## Maintenance Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure maintenance of Infrastructure, Laboratory Equipment and Computer and related equipment.
2	Scope	Hardware & Equipment, Electric Maintenance, Air Conditioner Repair and maintenance, Garden Maintenance and Security & Housekeeping
3	Approved by	Head of the Institution / IQAC
4	Objective	<ul style="list-style-type: none"><li>To improve the functioning of the institution through well maintained infrastructure, laboratory equipment, Hardware and efficient housekeeping services.</li><li>To maintain green cover by maintaining garden and improving aesthetic value of premises</li><li>Maintenance of electric appliances and high-end equipment to reduce the energy consumption.</li></ul>
5	Policy Statement	The well maintained infrastructure will enhance the smooth, speedy and quality work in different areas which will help in giving better services to the staff, students and community.
6	Procedure	<ul style="list-style-type: none"><li>To maintain a record of thrust areas where maintenance is necessary.</li><li>The maintenance registers to be maintained by office, Library, Sports, Gymnasium, Garden, surrounding area and all academic departments.</li><li>The maintenance team to do regular monitoring and take necessary action for the repair and maintenance.</li><li>Call quotations for annual maintenance contract and calibration of equipment.</li><li>Call quotations for repairs wherever necessary.</li><li>Small repairs to be handled without quotations up to a sanctioned amount of Rs. 2,000/=</li><li>Petty cash to be sanctioned for departmental repair and maintenance requirements.</li><li>The work of Electrical repairs and maintenance and maintenance of Gas cylinders and accessories to be done after regular intervals.</li><li>The work of cleaning team to be monitored regularly and necessary accessories to be provided.</li><li>Maintenance of botanical garden and campus garden to be assigned to a team.</li></ul>

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