



## **MAINTENANCE POLICY**

**Prepared By**

**Maintenance Committee**

**Ganga Institute of Technology and Management, Kablana (Jhajjar)**

**Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of  
UGC Act, 1956**

## **MAINTENANCE POLICY**

### **Policies regarding physical, academic and support facilities utilizing physical, academic and support facilities**

#### **A. Maintenance of Academic and Physical Facilities**

The maintenance activities include all the activities pertaining to their repair of all the electrical fixtures/equipment, furniture, water cooler, RO system, Air Conditioners, whitewash and housekeeping etc. The following stepwise procedure is to be followed for reporting and repairing/completion of the complaints:

1. Each department will be issued the maintenance request form book, which has the duplicate complaint slips in it. All the repair requirements/complaints noticed will be reported on this book/slip.
2. Any observation about housekeeping/maintenance noticed by any faculty/staff of the department will be informed to respective HOD.
3. The HOD of the department will forward the same to the Maintenance In-charge/Admin Officer.
4. Maintenance In-charge will decide the priority of the repairs depending upon the nature of complaint whether urgent/routine and then allocate the concerned worker/technician to complete the repairs. The external agency with the prior approval may be contacted if in house maintenance is not possible.
5. Maintenance In-charge/ team will ensure the timely resolution of the complaint.
6. Any complaint, if not completed within the stipulated period, then it should be brought to the notice of the admin officer by maintenance In-charge /concerned HOD.
7. The Major problems which could not be resolved in time, then the admin officer will report to the Director regarding this for further guidelines/instructions/approval.
8. The maintenance of the generator sets, lift etc. will be done as per the time/hour' schedule given by the OEM (Original Equipment Manufacturer) of that particular item.
9. Major maintenance activities such as white wash, hostel maintenance etc. will be undertaken during summer/winter break.

#### **B. Maintenance of the Sports Grounds:**

1. Sports officers will be assisted by gardeners to maintain all the sports grounds/courts.
2. Gardeners will be provided with all the required tools and machines to maintain the sports ground and courts.
3. Any observation related to the fixtures in the sports ground/courts by any student or faculty should be directly informed to the admin officer through sports officers.

4. A sports regulatory committee under the guidance of the Director will monitor the maintenance activities of all the sports Grounds/courts.

### **C. Power Backup:**

The Institute has a 24-hour direct feeder from UHBVNL and 02 diesel generators of 140 KVA and 62 KYA. Electricians will be available in the control room to look after & keep up the power supply. The electricians will ensure the proper functioning of electrical equipment.

### **D. Vehicle parking in the campus:**

1. All college buses will be parked inside the campus near the Basketball ground.
2. Separate parking area is reserved for faculty and staff to park their vehicles.
3. Visitors/Officials will also use the staff parking area.
4. Separate parking area is reserved for students near the bus parking area.

### **E. Water usage**

The plumbers will ensure the proper water supply wherever necessary. All the stakeholders must save the water and avoid the unnecessary consumption of water. The maintenance of the water pumps installed in the campus must be done regularly. All the water pumps should be automatically controlled by a sensor-based system to avoid the overflowing of the water. The water tanks must be clean periodically.

### **F. Maintaining and Utilizing Laboratories**

1. Each department has to develop well-equipped laboratories to cater the requirement of UG/PG courses as per the University curriculum.
2. Department will assign the faculty members and lab technicians to guide the students for laboratory work.
3. The faculty-in-charge of the laboratory will be responsible for proper functioning and repairing of the lab equipment. He/she is to be assisted by Lab Technicians for day to day operations, daily and periodic maintenance and upkeep of the lab equipment.
4. The equipment which could not be repaired at the Institute level are to be reported to the HOD through concerned faculty Incharge for further processing.
5. The separate stock registers are to be maintained for non-consumable and consumable/glass wares.
6. All the labs must be neat & clean and create a conducive environment for proper learning.
7. Do's and Don'ts are to be displayed in each laboratory.

## G. IT hardware & Network Maintenance Policy

The IT team will be responsible for the hardware and network maintenance. The complaint received from the department should be categorized in two categories, Urgent and Routine and action must be initiated accordingly. The urgent complaint should be resolved in one working day and the Routine up to one week.

  
Prepared by:  
Coordinator-Maintenance committee

  
Approved/not approved  
DIRECTOR  
