

# MAINTENANCE POLICY



## CMR TECHNICAL CAMPUS

(UGC - Autonomous)

Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA and NAAC with A Grade  
Kandlakoya(V), Medchal District, Hyderabad-501 401, Telangana State

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## **MAINTENANCE POLICY**

### **Introduction**

The Maintenance Policy of CMRTC is formulated to ensure the overall maintenance of the campus in an effective manner. The Policy aims at handling and management of all the facilities, amenities and resources including buildings, internal roads, garden, trees within the campus, computers, classrooms, seminar halls, equipment, laboratories etc. To accomplish the prescribed aim, the following objectives have been identified:

### **Maintenance Objectives**

The main objective of the Policy is to accomplish harmonious ambience of the whole campus and sustain the academic and professional culture to render the stipulated functions. The maintenance of the interiors and exteriors of the buildings, the grounds, the roadways, and all fixed and moveable equipment as stated hereunder through preventive maintenance and repairs have been earmarked to attain the said objective:

- Ensure safety and efficiency of the buildings and their sections under use.
- Minimize the possibility of fires, accidents, and safety hazards that might occur to all facilities & equipment.
- Continuous utilization of required facilities without interruptions for smooth conduct of academics of all the programs.
- Protection of college infrastructure through proper planning, scheduling, and preventive maintenance.
- Discharge of maintenance tasks ensuring quality and timings throughout the year with prior approval from the management.
- Conservation of energy with the help of latest technology and energy conservation measures.
- Maintenance of the print and digital resources of the Central Library in proper order.
- Upgradation of the ICT-enabled classrooms, seminar halls and faculty rooms as and when needed and maintenance of the same in proper order.
- Ensuring proper maintenance of IT Network and CCTV cameras and DVRs within the campus.

### **Maintenance Activities**

To maintain and upkeep of the infrastructure, facilities and equipment of the campus, the Administration Office and HODs of CMRTC with the help of designated staff members ensure that the following activities are in place:

- The buildings are maintained by the Supervisor and his team.
- The electrical Installations, waterlines are maintained by the Electrical Section.
- Department-wise stock-registers are maintained by the concerned laboratory in-charges.
- Annual stock verification executed by the appointed committee members nominated by the Director.
- Regular maintenance of laboratory equipment and chemicals by respective laboratory-in-charges.
- Overall Cleanliness by Supervisor and his House Keeping Staff.

- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns by the House Keeping and the Gardening Staff as per the directions of the Supervisor.
- Regular inspection by the Supervisor to monitor the work performance of his team.
- Outsourcing facility, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating the software by computer hardware lab assistant.
- The maintenance of the reading room and stock verification of library books by library staff under the supervision of Library Committee.

### **Maintenance Procedure**

- Any problem that occurs in a department is represented to the maintenance supervisor through a requisition form.
- The Supervisor deputs a skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the central store through proper requisition form.
- If the material needs to be procured from outside, permission must be obtained from the Director with recommendation from supervisor.
- Annual stock verification is carried out every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected. All the items usable are accordingly repaired and maintained under the supervision of supervisor.
- While purchasing any new equipment, the terms and conditions are verified by the store/expert faculty/Director /Technician and the same are also taken into consideration before deciding the vendor for the purchase.

### **1. Academic Facilities**

#### **a. Class Rooms**

- Every department has a faculty in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The faculty in-charge will resolve the problem through the Head of the Department following the internal operating procedure.

#### **b. Laboratories**

- The maintenance and repair of computer systems or equipment is carried out by the respective departments with the help of laboratory assistants as well as external agencies, if required.
- Every department carries maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly by the laboratory in-charges.
- The in-house maintenance and repairs are addressed by the respective department lab assistants who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

**c. Library**

- The maintenance of library is taken care by the Librarian and the supporting staff.
- Internal periodic audits are carried out in the library for maintaining wellness of the books.
- Frequent interactions with the students and the faculty members are held to know the short falls and initiate necessary action to overcome them.
- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

**2. Computer and ICT Facilities**

- All computers from all the departments have been connected by LAN. The IT systems section maintains the firewall, LAN connectivity, Campus Wi-Fi, CCTV and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by the IT System and Lab assistants of the respective department.
- If the department is not able to resolve the issue, the problem is referred to the technician.
- In case the maintenance problem persists, the same is referred to the outside vendor in consultation with the Director.
- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with IT team.
- Fiber Optic cable issues (if any) are maintained with the support from vendor.
- Any up-gradations or modification of the existing Network Model is carried out by inviting quotations from external agencies as per the central purchase procedure.

**3. Maintenance of Infrastructure (Building)**

- Building maintenance includes construction work or modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, coloring and painting for building structures.
- The Supervisor with his team looks after cleaning of water tanks, and sanitary arrangements on regular basis.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements within the campus.
- Annual inspection is carried out for Fire Safety by the Fire Service Department and it issues fire safety certificate after the inspection.

**4. Electrical Systems Maintenance**

- Weekly monitoring of electrical systems such as tube lights, fans, DG set energy backup system, solar energy illumination system, UPS, and batteries is carried out and its status is communicated to the administrative officer.
- The supplier's/service providers are approached in case of any major fault.
- Major electrical equipment is covered under warrantee period or Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS equipment is installed in every department to ensure uninterrupted power supply for all computers.

### **5. Furniture Maintenance**

- Institutional furniture maintenance includes customized fabrication of cabinets, tables, faculty seating arrangements, desks, counter tops and installation of doors and windows.
- When there are new requirements or replacements the same are communicated to the store through internal requisition form.
- The Supervisor and Administrative officer implement measures as per the specifications of maintenance given in the policy for maintaining the furniture.

### **6. Sports and Games Facilities**

- The indoor and outdoor sports facilities such as playgrounds, table-tennis, badminton court, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.
- In the necessity of new requirements, the same is communicated to the store through internal requisition form.
- The Physical Director and Administration Office execute the procedures prescribed in the policy for maintaining the sports equipment.

### **7. Other Facilities**

- The RO plant which caters to drinking water facility of the campus is maintained through periodic testing of the quality of water by the Supervisor and is monitored by the Administrative Officer.
  - Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
  - The Green Cover of the campus is well maintained by full time gardeners as well as contractual labor.
  - The campus security is monitored by the team through Closed Cameras and is maintained by a supplier under AMC.
  - The Canteen facility is provided to the faculty, staff and students is maintained by the canteen contractor under the supervision of food committee and Administrative Officer.
  - CMRTC continuously reviews and updates the approved policy and is committed for its implementation. The updated policy is transparently available on the institute website.
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