

Maintenance Policy



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

Objective

The objective of this policy is to maintain and improve campus buildings, infrastructural facilities, instrumental facilities and other important facilities at Anil Neerukonda Institute of Technology and Sciences. An effective mechanism is used for upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective functioning of the college facilities.

Roles and Responsibilities

Campus services include maintenance, ground maintenance, material handling, utilities, campus health, safety measures and security. Request from staff are accessed through their respective HoD of each department. Department in need of repair and maintenance work has to send the complaint to the institute office giving the details of the maintenance required.

Physical facilities on campus are protected with security systems. Internal processes, policies and procedures are developed and revised on continuous basis to address the current and future requirements.

Facility and Equipment Maintenance Repair

Maintenance staff responds to the day-to-day facility and equipment maintenance and repair requests. For the requests that require specialized knowledge or/and skill, equipment vendors or third party vendors are contacted to oversee the request.

The staff members submit the requests for equipment and facility maintenance and/or repair. When the requests are submitted, the concerned technician responds to the request. Regular checks are done to evaluate the status of the requests to ensure effective functioning of the college facilities.

Equipment Facilities

General facility equipment and supplies are requested annually as part of the college budget process. Budget provisions are made for new as well as old facilities, repairs and maintenance. Departmental requirements for new purchases and maintenance of old is collected every year and approved in the central meeting conducted along all the HoD of each department.

Annual maintenance and verification of the stock is done by a team of faculty during the summer vacation. In the same time, the equipment are kept ready for the forthcoming semester for smooth running of the academic and administration.

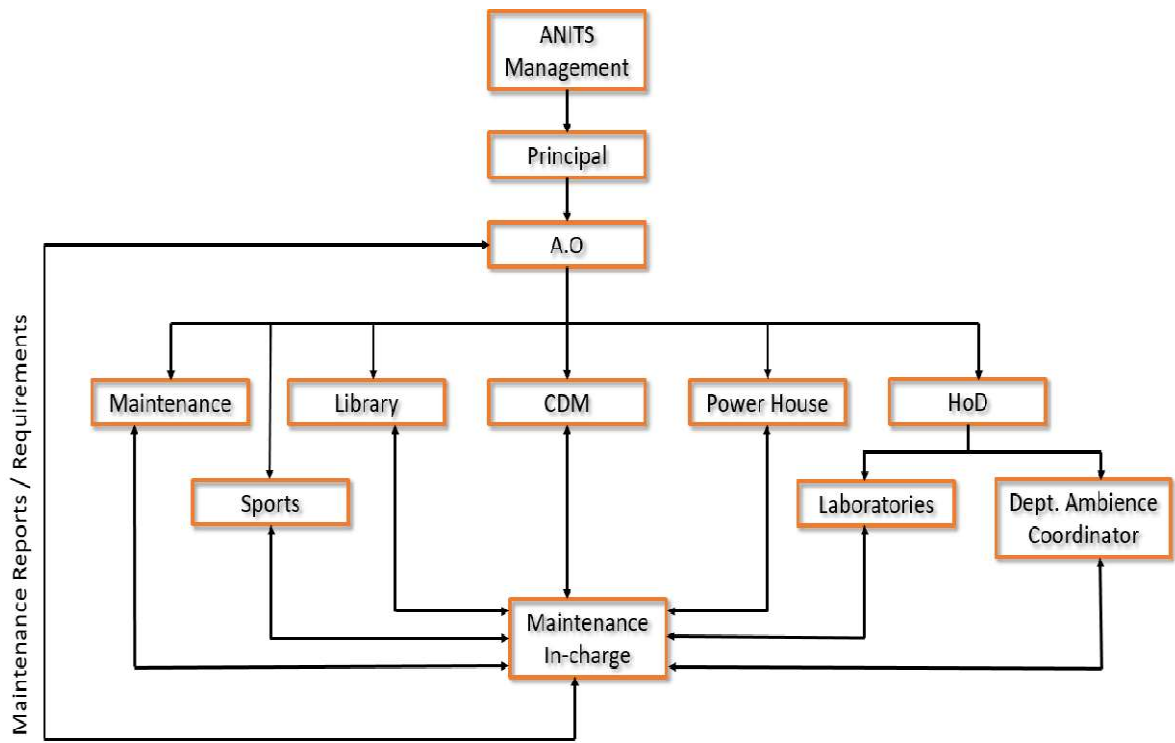
After brief consultation and discussion with the HoDs, budget coordinators of each department submit the annual budget report for the purchases required. Instructors are responsible for the inspecting materials and equipment to ensure the quality and safety guidelines in accordance with the manufacturer requirements, codes, laws and regulations pertaining to specialized material and equipment, and their intended use.

Evaluation

The college utilizes several methods for evaluating the campus infrastructure and the processes that support its operation including internal evaluations and regular inspections.

Summarized maintenance and repair procedure:

S.No	Facility	Equipment	Maintenance Procedure
1.	Infrastructure maintenance	Civil, plumbing, electrical, furniture repair and others	A dedicated team of electricians, plumbers, technicians take care of the requests.
2.	Laboratories	Clean Room, Fuming Cupboard etc	Done through suitable expert time-to-time.
3.	Equipment	Balance, microscope, pH meter, mixer etc	Repaired and maintained time-to-time by the lab technician
4.	ICT tool	Computers, Peripherals, etc	Checked by the lab technician and if needed ten by the central maintenance team.
5.	Software	Library Management system, MOODLE, EzSchool etc	Respective service providers
6.	Internet & Wi-Fi	Internet & Wi-Fi	Partially by the central maintenance team. For major issues then respective service provider.
7.	Library	Binding books, Journals, new purchases etc	Outsourced
8.	Washrooms & Class rooms	Washrooms of staff and students	Full time sweeper and toilet cleaners
9.	Sports	Maintenance of the sport equipment	Outsourced



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