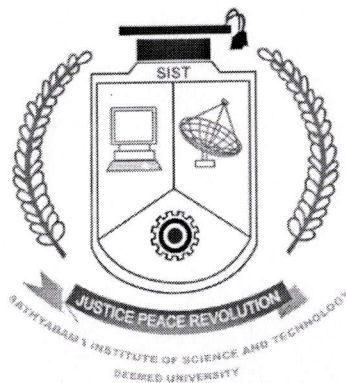


# **SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)  
(Established under section (3) of UGC act, 1956)**



## **MAINTENANCE AND UTILIZATION POLICY**

*S. P. S.*  
*22/5/21*



## TABLE OF CONTENTS

S. No.	Contents	Page No.
1	Purpose	3
2	Scope	3
3	Definitions	3
4	Policy Statement	3
4.1	Maintenance of Physical Facilities	3
4.2	Utilizing Physical Facilities	4
4.3	Maintenance of Computing / ICT / Networking facilities	5
4.4.	Utilization of Computing / ICT / Networking facilities	5
4.5	Maintenance of Website/ LMS/ ERP	6
4.6	Utilization of Website/ LMS/ ERP	6
4.7	Maintenance of Library	6
4.8	Utilization of Library	7
4.9	Maintenance of Equipment	7
4.10	Utilization of Equipment	7
4.11	Maintenance of General Facilities	7
4.12	Utilization of General Facilities	8
5	Procedure	8
6	Responsibilities	10

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**1. Purpose**

This policy shall guide the Procedures for procuring, maintaining and utilizing physical, academic, and support facilities.

**2. Scope**

This Maintenance Policy and Procedures mentioned applies to all the departments/research centres /cells / offices of the Institution.

**3. Definitions**

**Purchase Committee:** This committee is responsible for analyzing the quotations received from different departments and in providing suitable suggestions.

**Maintenance Department:** The execution team comprises of Maintenance In-charge, Electricians, Plumbers, Carpenters, System & Network administrators, Hygiene workers, supporting staff and other technicians.

**4. Policy Statement**

This policy comprises of the procedures / methods related to procurement and maintenance of the equipment in laboratories, departments and various other academic, research and executive installations within the campus. It necessarily and sufficiently addresses all the matters of concern related to the maintenance department. The key constituents of implementation of this policy are Planning and Monitoring Committee, Purchase Committee, consisting of Director Administration, Deans and Heads of the department, implementation team comprising of department maintenance in-charges, technicians and members of the maintenance department.

**4.1. Maintenance of Physical Facilities**

- Classrooms/ Lecture Halls/ Seminar Halls
- Auditoriums / Conference Halls
- Laboratories
- Faculty Cabins
- Department / Administrative Buildings
- Library
- Indoor & Outdoor Courts/ Sports Fields
- Yoga Centres/ Gymnasium
- Common Rooms/ Wash Rooms
- Hostels
- Canteen / Mess
- Landscape Gardens / Circulation Areas

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The maintenance department shall take care the physical facilities in the campus with the help of supporting staff. All the physical facilities shall be monitored regularly and the constructional / furniture repair/ repainting works shall be carried out whenever necessary. Also, cleanliness of the physical facility after every use, furniture layout like podium, desk, tables, couch, chairs, etc. in the proper place shall be taken care.

#### **4.2. Utilization of Physical Facilities**

- **Classrooms/ Lecture Halls/ Seminar Halls**

Every School / Department shall be allotted with Classrooms / Lecture Halls / Seminar Halls to conduct regular classes for their UG/ PG programmes. This allotment shall be done by the Director Administration before the start of every semester. The School/ Department shall follow the same classroom allotment.

- **Auditoriums / Conference Halls**

Auditorium / Conference Hall may be reserved with date and time to conduct any event / meeting by the Head of the Department / Dean through ERP- auditorium booking system. They shall mention about the event / meeting planned in the ERP portal.

- **Laboratories**

Laboratory shall be handed over to the respective Department / School/ Centre after establishment. The timetable for the lab shall be prepared and displayed to showcase the utilization time for academic and research activities. The laboratories may be utilized with prior permission from the respective Head/ Dean for any academic / research activities not mentioned in the time table.

- **Faculty Cabins**

Faculty cabins shall be allotted to teaching staff by respective Head/ Dean. The faculty cabin of a teaching staff may be changed based on the need and availability.

- **Department / Administrative Buildings**

Head / Dean and other Administrative people shall carry out their work in their respective offices/ buildings unless their office is changed.

- **Library**

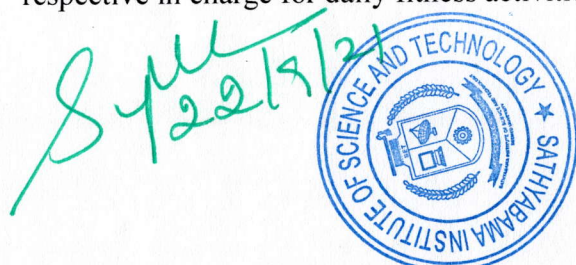
Library working hours shall be displayed by the librarian. The staff and students shall utilize library only during the working hours mentioned. They shall follow the rules of library while they are inside.

- **Indoor & Outdoor Courts/ Sports Fields**

The sports facilities like badminton court, basketball court, cricket field, etc. shall be used with the prior permission from Director Sports for practice / competitions.

- **Yoga Centres/ Gymnasium**

Yoga Centres, Gymnasiums shall be used with the prior permission from respective in charge for daily fitness activities / fitness related events.



- **Common Rooms**

Common rooms shall be used by the students whenever they are not having regular classes.

- **Hostels**

Hostel rooms shall be allotted every year by the hostel warden to the students who opt for hostel facility. The boys/ girls shall reside in the same room only. The room may be changed based on the need and availability by the hostel warden.

- **Canteen / Mess**

The students shall use the canteen during their break time. Respective mess hall shall be used during their lunch time prescribed in the class time table. Canteen / Mess shall be used by the staff members not during their lecture / laboratory hours.

- **Landscape Gardens / Circulation Areas**

Circulation areas shall be used by the students during their break time. Also the staff members/ students may commute from one block to other blocks through circulation areas.

#### **4.3. Maintenance of Computing / ICT / Networking facilities**

- **Computers**
- **Servers**
- **LCD Projectors**
- **Internet/ LAN/ Wi-Fi**
- **Surveillance Camera**
- **Biometric System**
- **Telephone/ Intercom**

Software cell shall take care the Computing/ ICT/ Networking/ Surveillance facilities in the campus with the help of technicians. All the computers, servers, LCDs, Wi-Fi Access Points, Network Switches, Surveillance Camera, Biometric System, Telephone, Intercom and cables shall be monitored regularly. Whenever an issue is raised as malfunction of above said items, it shall be addressed by the software cell immediately. The service requirement of these items shall also be taken care by the cell.

#### **4.4. Utilization of Computing / ICT / Networking facilities**

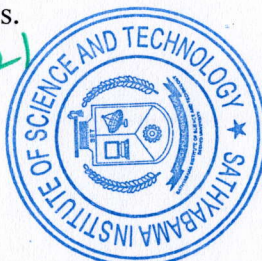
- **Computers**

Every computer shall be allotted to the staff / student based on the academic schedule. Student shall get prior permission from the Head of the Department/ Dean to use the computer apart from regular class hour.

- **Servers**

Servers shall be turned on during working hours of the institution. The respective system administrator shall take care of this.

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- **LCD Projectors**

Whenever there is a need for projectors for academic/ research activity, wall-mounted LCD Projectors or movable LCD Projectors shall be operated.

- **Internet/ LAN / Wi-Fi**

Internet connection shall be given for all the computers for anytime access. LAN facility shall be given especially to the computers available in the laboratories and those used for administration. Free Wi-Fi shall be accessed by staff and students without interruption inside the campus specifically classrooms/ laboratories/ library/ seminar halls/ conference halls/ auditoriums/hostels at any time.

- **Surveillance Camera**

The entire campus shall be monitored using surveillance camera 24 x 7 at all strategic locations.

- **Biometric System**

Either of the biometric system, Finger print/ Face recognition shall be used by staff for daily attendance during entry and exit. The same system shall be used by the students for attendance in hostels.

- **Telephone/ Intercom**

Staff members shall use telephone facilities including STD/ ISD for official purposes. Also, the same may be used to make a call to student, parent, alumni, academic and industry experts, etc. by staff. Also, this may be used to receive calls from parent, student, etc. by the department / administration. The staff members shall communicate within the institution using intercom facility.

#### **4.5. Maintenance of Website/ LMS/ ERP**

Project team shall take care the institutional website, LMS and ERP. The server shall be maintained in such a way to access the website by anybody at anytime from anywhere. LMS and ERP servers shall be maintained for uninterrupted access by students and staff at any time. Project team shall provide username and password details for LMS and ERP sign in for the students and staff. New password shall be provided to all students at the beginning of every semester. Staff and students shall change their password after initial sign in.


#### **4.6. Utilization of Website/ LMS/ ERP**

The website shall be browsed for information by anybody at anytime from anywhere. LMS and ERP portals shall be accessed by students and staff after sign in at any time with their respective username and password.

#### **4.7. Maintenance of Library**

The library shall be maintained for ease of online and offline access by students and staff. Offline access shall be made comfortable to reach the books and journals quickly by

*S. M. S.*  
22/5/21





placing them in the respective place. Also, the availability of books, journals, magazines and subscriptions shall be made visible to all to reach the required. Issue of books.

#### **4.8. Utilization of Library**

Library shall be accessed offline during library working hours by students and staff members. Library shall be accessed by students and staff members remotely for all e-resources of library at any time using their sign in. Also, the same shall be accessed by using mobile app after sign in.

#### **4.9. Maintenance of Equipment**

Equipment shall be maintained by the respective lab in-charge/ gymnasium in-charge by checking the status of the equipment. The equipment is not functional or faulty, they shall be serviced immediately to carry on academic, research and fitness activities. The meters and instruments shall be calibrated periodically and status of working condition shall be monitored regularly. The meter or instrument is inaccurate/ faulty, they shall be recalibrated/ serviced.

#### **4.10. Utilization of Equipment**

Laboratory equipment shall be utilized by staff and students during their academic schedule. Also, the equipment shall be operated for research and learning activities with the prior permission from the lab in-charge. Equipment available in gymnasium shall be used by staff and students after working hours also with the prior permission from the in-charge.

#### **4.11. Maintenance of General Facilities**

- **Uninterrupted Power Supplies/ Generators/ Transformers/ Solar Panels / Electrical fittings**

The maintenance of uninterrupted power supplies, generators, transformers, solar panels and electrical fittings shall be monitored and maintained by electrical supervisor. The electrical fittings in all physical facilities such as lights, fans, switches, panel boards, cables are faulty, they shall be replaced or serviced.

- **Air conditioners**

The maintenance of air conditioners shall be done by AC Mechanic. Air conditioners shall be monitored regularly and filters shall be cleaned/ serviced periodically for effective operation.

- **Water Tanks / Water Dispensers/ Reverse Osmosis Plant/ Sewage Treatment Plant/ Plumbing Fixtures**

The maintenance of plastic and RCC water tanks, water dispensers and plumbing fixtures shall be carried out by plumbing supervisor. The water tanks shall be cleaned and salts deposition shall be removed regularly. The water dispensers, plumbing

*S. M. S.*  
22/5/21





fixtures such as water taps, water pipes, closets, health faucets shall be serviced/ replaced for leaks/faults. Reverse Osmosis Plant and Sewage Treatment Plant shall be monitored and maintained for good condition by respective in-charges.

- **Lifts / Fire Extinguishers**

The functioning of lifts is checked and cleaned by the lift operator. The service requirement of lifts shall be processed through maintenance department. Fire extinguishers placed in all strategic locations shall be monitored by the maintenance department.

- **Buses / Battery Powered Vehicles / Other Vehicles**

Buses and other vehicles including battery powered vehicles shall be maintained by transport department. The vehicles shall be cleaned after every use. They shall be serviced and certified by authorities as per government rules for usage.

- **Mess / Canteen**

Hygiene and cleanliness shall be consistently maintained all time in all mess halls, canteen, storage areas and kitchens with the help of supporting staff. The temperature of cold storage shall be monitored continuously. These shall be taken care by mess supervisor.

#### **4.12. Utilization of General Facilities**

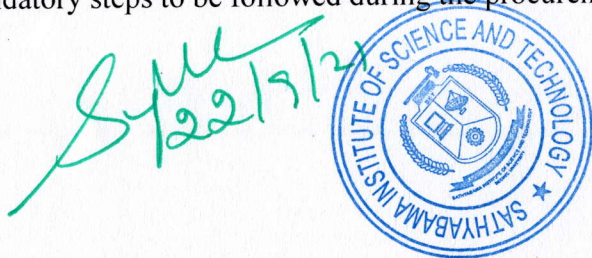
Uninterrupted Power Supply (UPS) shall be connected with all the computers, servers and equipment which require UPS. Generators shall be used during power failure/shut down from TNEB. Air conditioners shall be operated only when the physical facility is utilized. Water facilities, lifts and fire extinguishers shall be utilized whenever necessary. Transport facilities shall be utilized by staff members and students for arrival and departure based on the institutional timings. Bus routes shall be provided by transport every day in ERP for ease of access by staff and students. The students and staff members shall utilize the mess during their lunchtime. The canteen shall be utilized during break/ lunch time.

### **5. Procedure**

The procurement of the products, books, services/maintenance is to be sanctioned and monitored by the top management and top functionaries. The necessary suggestions are given to the purchase committee, implementation team so that no deficiencies in service occur to the students and stakeholders in offering best academic environment.

#### **Procurement:**

The procedure shall also be directed towards the procurement of material that is of good quality and available for the best competitive price in the market. The generic yet mandatory steps to be followed during the procurement of material.





- a) Inviting a minimum of 3 quotations from leading vendors supplying that particular item
- b) Submission of the quotations to purchase committee / Planning and Monitoring Committee for further scrutiny and recommendations.
- c) After the receipt of the recommendations and necessary approvals from the top management, the necessary guidelines shall be given to purchase committee to release the Purchase Order.

**Equipment/Product Maintenance:**

Maintenance department shall follow all the procedures and periodically monitor the status of the procured materials/products/items and necessary steps to be taken to keep them all in good working condition in consultation with the concerned departments/laboratories/library in-charges.

Maintenance department shall also plan necessary training programs for the technicians of the institution in general and for the special equipment maintenance & operation to those operators/technicians handling those instruments.

**Record Maintenance:**

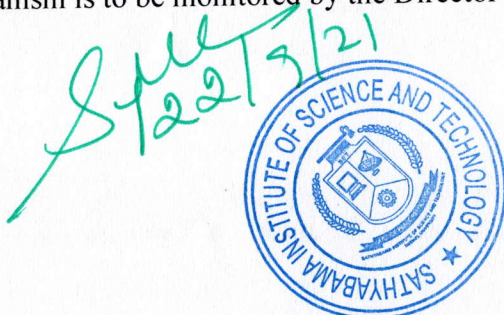
Proper accounting and item inventory to be maintained in a register. Stock register to be updated as and when the delivery of the product to the department is done. Preventive, Corrective and Break-down maintenance along with Annual maintenance records, contracts and associated transactions/records/proofs to be maintained in the respective departments, which are to be inspected periodically by the Planning and Monitoring Committee of the institution.

**Disposal:**

Proper mechanism to be followed by the Maintenance department/In-charge of the maintenance in the departments in the disposal of the scrap/unserviceable materials or products (Please refer the links in section 7 for the procedures). This disposal activity shall be done as and when required. All the necessary safety and preventive measures to be taken in this disposal process adhering to the guidelines specified by the respective authorities. For ex: e-waste disposal to be carried out by taking necessary approvals, similarly the bio and chemical residues/unused materials/instruments and others.

**Monitoring:**

An internal complaints register shall be placed in the administrative. All the complaints related to the infrastructure, technical faults, electrical appliances, classroom infrastructure is recorded in it, which has to be informed to maintenance department or concerned person in due course of time for the maintenance/rectification. The Redressal mechanism is to be monitored by the Director Administration periodically.



## 6. Responsibilities

### *Compliance, reporting and records*

The operation/monitoring and administration rest with the Director Administration. Maintenance department and in-charges of the departments mentioned in this policy play a role in ensuring the successful implementation of this policy.

### *Reporting*

This is the responsibility of the maintenance department and department maintenance in-charges to maintain an accurate and current working status of all the equipment/products. Every semester, the Planning and Monitoring Committee shall meet, review the reports submitted by the maintenance department and the in-charges. In the case of major approvals, repairs/maintenance and the consolidated reports shall be submitted to the Registrar and Vice Chancellor for further suggestions/approval.

### *Records*

Respective head of the department shall maintain the stock register, maintenance register and Annual maintenance contracts / reports (if any). The consolidated records shall be maintained after due approval from the Director Administration in the Maintenance Department.

### *General Maintenance*

This team comprises of sweepers, attenders and block in-charges and zone in-charges. This team meets on daily basis and undertakes the works related to classrooms, staff rooms, labs, library and common areas are cleaned daily by the support staff. The restrooms for boys and girls are cleaned twice a day. Continuous flow of water is ensured in restrooms. Refilling of sanitary napkin vending machines are done on regular basis.

### *Software Cell*

The Software Cell is headed by the System administrator of the institution. This team ensures that all the IT and communication infrastructure is in good condition. All these facilities are to be maintained by this team regularly for ensuring uninterrupted service. This technical team meets periodically to verify anything to be analyzed or rectified in providing consistent IT and communication services and also as and when need arises. This team reports to the Director administration.

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*22/5/21*

