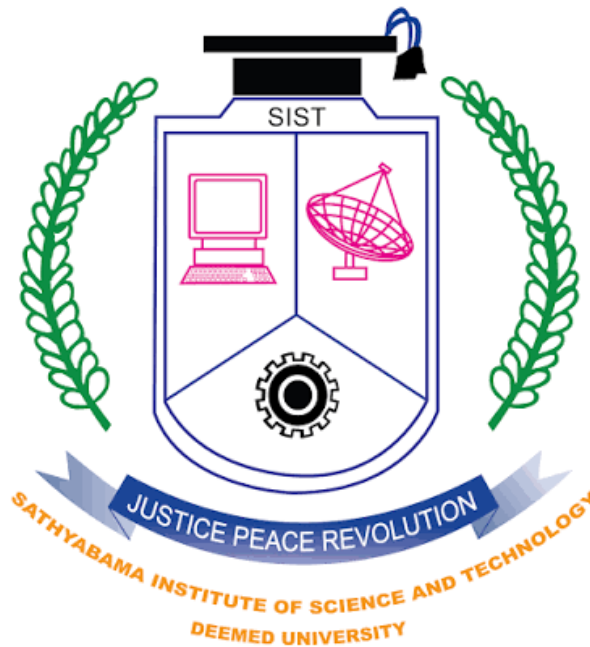


MAINTENANCE POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/PHE/2025-2026/01



**Sathyabama Institute of Science and Technology
(Deemed to be University)**

Rajiv Gandhi Salai, Chennai – 600119, Tamil Nadu, India

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DOCUMENT CONTROL SHEET

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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

CATEGORY - 1 UNIVERSITY BY UGC

Accredited with 'A++' grade by NAAC | Approved by AICTE

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MAINTENANCE POLICY

1. PREAMBLE

Sathyabama Institute of Science and Technology is committed to providing and maintaining high-quality infrastructure, facilities, equipment, and support services that facilitate excellence in teaching, learning, research, innovation, administration, and student development. The Institution recognizes that well-maintained infrastructure and efficient support systems are essential for creating a safe, secure, accessible, sustainable, and conducive academic environment.

The Institution has established a comprehensive maintenance framework to ensure the optimal utilization, upkeep, modernization, and continuous improvement of its physical, academic, research, digital, and support facilities. This framework encompasses preventive, corrective, predictive, and breakdown maintenance activities for buildings, laboratories, libraries, information technology infrastructure, utilities, transport systems, sports facilities, hostels, and other institutional assets.

In alignment with the University Grants Commission (UGC) Regulations, National Education Policy (NEP) 2020, statutory requirements, accreditation standards, and institutional quality assurance practices, this Policy establishes the principles, responsibilities, procedures, and governance mechanisms for ensuring that all institutional facilities and resources remain functional, safe, reliable, and available for effective utilization by students, faculty, staff, researchers, and other stakeholders.

2. OBJECTIVES

The objectives of this Policy are to:

1. Ensure systematic maintenance and upkeep of institutional infrastructure and facilities.
2. Promote optimal utilization of physical, academic, research, and support resources.
3. Ensure safety, functionality, reliability, and longevity of institutional assets.
4. Establish clear responsibilities and accountability mechanisms for maintenance activities.
5. Support teaching, learning, research, innovation, and administrative functions through well-maintained facilities.
6. Promote sustainability, resource conservation, and environmental responsibility.
7. Ensure compliance with statutory, regulatory, safety, and accreditation requirements.
8. Facilitate continuous improvement through periodic monitoring and review.

3. SCOPE

This Policy applies to all infrastructure, facilities, utilities, equipment, and services owned, operated, leased, or managed by the Institution, including:

- Academic Buildings
- Administrative Buildings
- Laboratories and Research Centres
- Library and Learning Resource Centres
- Information Technology Infrastructure
- Website, ERP, LMS, and Digital Platforms
- Hostels and Residential Facilities
- Sports and Recreation Facilities
- Transport Facilities
- Utilities and General Services
- Safety and Security Systems
- Green Campus Infrastructure

The Policy shall be applicable to all Schools, Departments, Centres, Cells, Administrative Offices, Faculty Members, Staff, Students, Service Providers, and other stakeholders utilizing institutional facilities.

4. DEFINITIONS

4.1 Purchase Committee

The Purchase Committee is responsible for examining procurement proposals, evaluating quotations, ensuring transparency in procurement processes, and making recommendations to the competent authority for approval.

4.2 Planning and Monitoring Committee

The Planning and Monitoring Committee shall oversee infrastructure planning, maintenance review, utilization assessment, and continuous improvement initiatives across the Institution.

4.3 Maintenance Department

The Maintenance Department comprises maintenance engineers, supervisors, electricians, plumbers, carpenters, technicians, hygiene staff, and other support personnel responsible for maintaining institutional infrastructure and utilities.

4.4 Software Cell

The Software Cell is responsible for the maintenance, monitoring, operation, and security of computing, networking, communication, ERP, LMS, website, and digital infrastructure.

5. POLICY STATEMENTS

5.1 Maintenance and Utilization of Physical Facilities

The Institution shall establish a systematic framework for maintenance and utilization of physical infrastructure to ensure safety, functionality, accessibility, and operational efficiency.

Physical facilities covered under this Policy include:

- Classrooms and Lecture Halls
- Seminar Halls
- Auditoriums and Conference Halls
- Laboratories and Research Facilities
- Faculty Cabins
- Administrative Offices
- Library Facilities
- Sports Facilities
- Gymnasium and Yoga Centres
- Hostels
- Canteens and Dining Facilities
- Common Areas and Washrooms
- Landscape Gardens and Circulation Areas

The Maintenance Department shall undertake preventive, corrective, predictive, and breakdown maintenance activities to ensure uninterrupted operation of these facilities.

5.2 Maintenance and Utilization of ICT Infrastructure

The Institution shall maintain robust Information and Communication Technology (ICT) infrastructure to support academic, research, administrative, and governance functions.

ICT infrastructure shall include:

- Computers and Workstations
- Servers and Storage Systems
- Campus Network Infrastructure
- Internet and Wi-Fi Facilities
- Smart Classroom Systems
- LCD Projectors
- Surveillance Systems
- Biometric Attendance Systems
- Telephone and Intercom Facilities

The Software Cell shall ensure availability, security, performance, and reliability of all ICT resources.

5.3 Website, ERP and Learning Management Systems

The Institution shall maintain its Website, ERP, LMS, MIS, and other digital platforms to ensure uninterrupted access, information transparency, and effective academic administration.

The Institution shall ensure:

- Secure user authentication
- Periodic data backup

- Timely content updates
- Cybersecurity compliance
- Continuous system availability

Only authorized personnel shall administer institutional digital platforms.

5.4 Library Maintenance and Resource Accessibility

The Library shall be maintained as a modern learning resource centre supporting academic excellence and research.

The Institution shall ensure:

- Adequate maintenance of library infrastructure.
- Availability of print and digital resources.
- Proper shelving and organization of collections.
- Access to e-books, e-journals, and databases.
- Annual stock verification and audits.
- Continuous improvement of library services.

5.5 Equipment and Research Facility Maintenance

All laboratory, research, technical, and fitness equipment shall be maintained through periodic servicing, calibration, inspection, and preventive maintenance.

The Institution shall ensure:

- Calibration of instruments.
- Timely servicing and repairs.
- Maintenance of calibration records.
- Equipment safety compliance.
- Replacement of obsolete and non-functional equipment when necessary.

5.6 Maintenance of Utilities and General Facilities

The Institution shall maintain and manage:

- Power Supply Systems
- UPS Systems
- Generators
- Solar Power Installations
- Water Supply Systems
- Reverse Osmosis Plants
- Sewage Treatment Plants
- Plumbing Systems
- Air Conditioning Systems
- Lifts and Elevators
- Fire Safety Systems
- Transport Facilities
- Canteens and Dining Facilities

Appropriate maintenance schedules shall be established to ensure efficient and uninterrupted service delivery.

6. PROCUREMENT, MAINTENANCE AND DISPOSAL PROCEDURES

6.1 Procurement

The Institution shall follow transparent procurement procedures that ensure:

- Quality assurance
- Competitive pricing
- Transparency and accountability
- Compliance with institutional financial regulations

Procurement shall normally involve:

- Requirement identification
- Invitation of quotations
- Comparative evaluation
- Recommendation by the Purchase Committee
- Approval by the competent authority
- Purchase Order issuance

6.2 Maintenance

The Maintenance Department and respective facility in-charges shall undertake:

- Preventive Maintenance
- Corrective Maintenance
- Predictive Maintenance
- Breakdown Maintenance
- Annual Maintenance Contract (AMC) Management

Maintenance schedules shall be documented and reviewed periodically.

6.3 Disposal

Unserviceable, obsolete, damaged, or surplus assets shall be disposed of through approved procedures in accordance with statutory regulations and institutional norms.

Special categories such as e-waste, laboratory waste, hazardous materials, and electronic equipment shall be disposed of through authorized agencies.

7. GOVERNANCE FRAMEWORK

The implementation of this Policy shall be overseen by:

- Executive Council
- Vice-Chancellor
- Pro Vice-Chancellor
- Registrar
- Director Administration
- Planning and Monitoring Committee
- Purchase Committee
- Software Cell
- Maintenance Department
- Heads of Schools, Departments, Centres, and Offices

These authorities shall ensure effective planning, implementation, monitoring, review, and continuous improvement of maintenance activities.

8. ROLES AND RESPONSIBILITIES

Director Administration

- Oversee implementation of the Policy.
- Review maintenance requirements.
- Coordinate infrastructure development and maintenance activities.

Maintenance Department

- Execute maintenance activities.
- Maintain infrastructure assets.
- Respond to maintenance requests.
- Maintain maintenance records.

Software Cell

- Maintain ICT infrastructure.
- Ensure network and system security.
- Manage ERP, LMS, Website, and Digital Services.

Heads of Schools/Departments/Centres

- Monitor facility utilization.
- Maintain stock and maintenance records.
- Report maintenance requirements.

Planning and Monitoring Committee

- Review maintenance reports.
- Assess infrastructure performance.
- Recommend improvements.

9. COMPLIANCE, MONITORING AND RECORD MANAGEMENT

The Institution shall maintain:

- Asset Registers
- Stock Registers
- Maintenance Registers
- Calibration Records
- Service Reports
- Annual Maintenance Contract Records
- Infrastructure Audit Reports
- Utilization Records

Periodic inspections, audits, and reviews shall be conducted to ensure compliance with institutional policies and quality standards.

Stakeholders may report maintenance-related issues through approved grievance, complaint, or service request mechanisms.

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