

# VIGNAN's

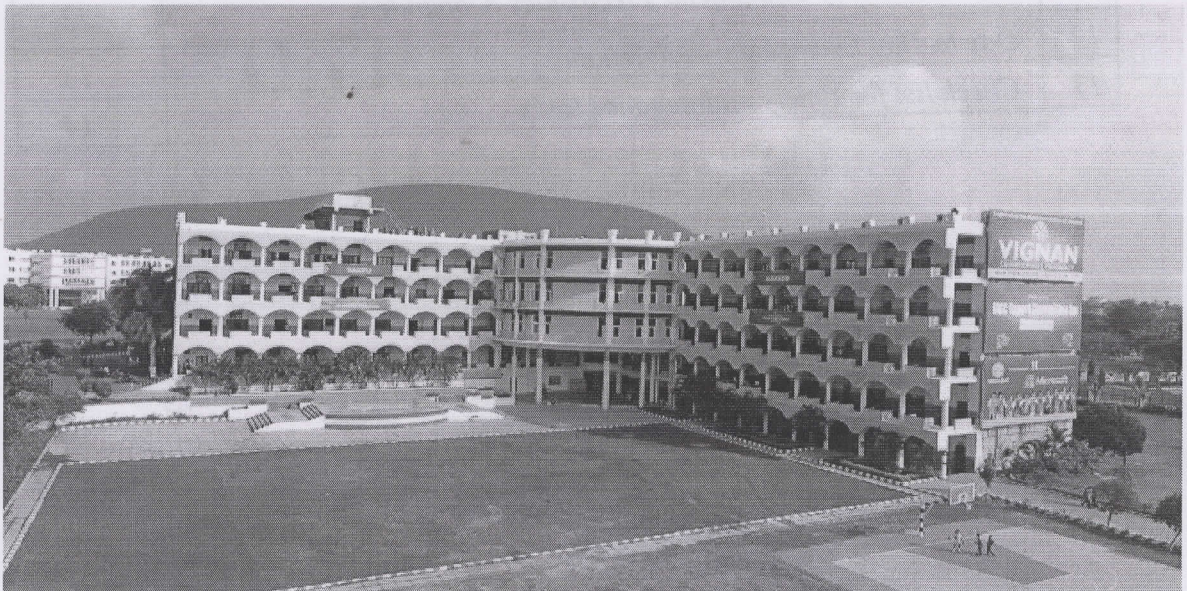
INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

**Re-Accredited by NAAC with 'A' Grade & NBA**

[Approved by AICTE and affiliated to JNTUK, Kakinada]

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## INFRASTRUCTURE MAINTENANCE POLICY



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## 1. Introduction

The Vignan's Institute of Information Technology owns and operates an elaborate infrastructure to deliver its teaching, learning and research programmes. The Institute has an established system for maintenance and utilisation of computers, classrooms, equipment, laboratories etc. in the entire campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities. Diagrammatic representations of a procedure for the maintenance of various infrastructural facilities are presented in this document.

### Hierarchy of Maintenance

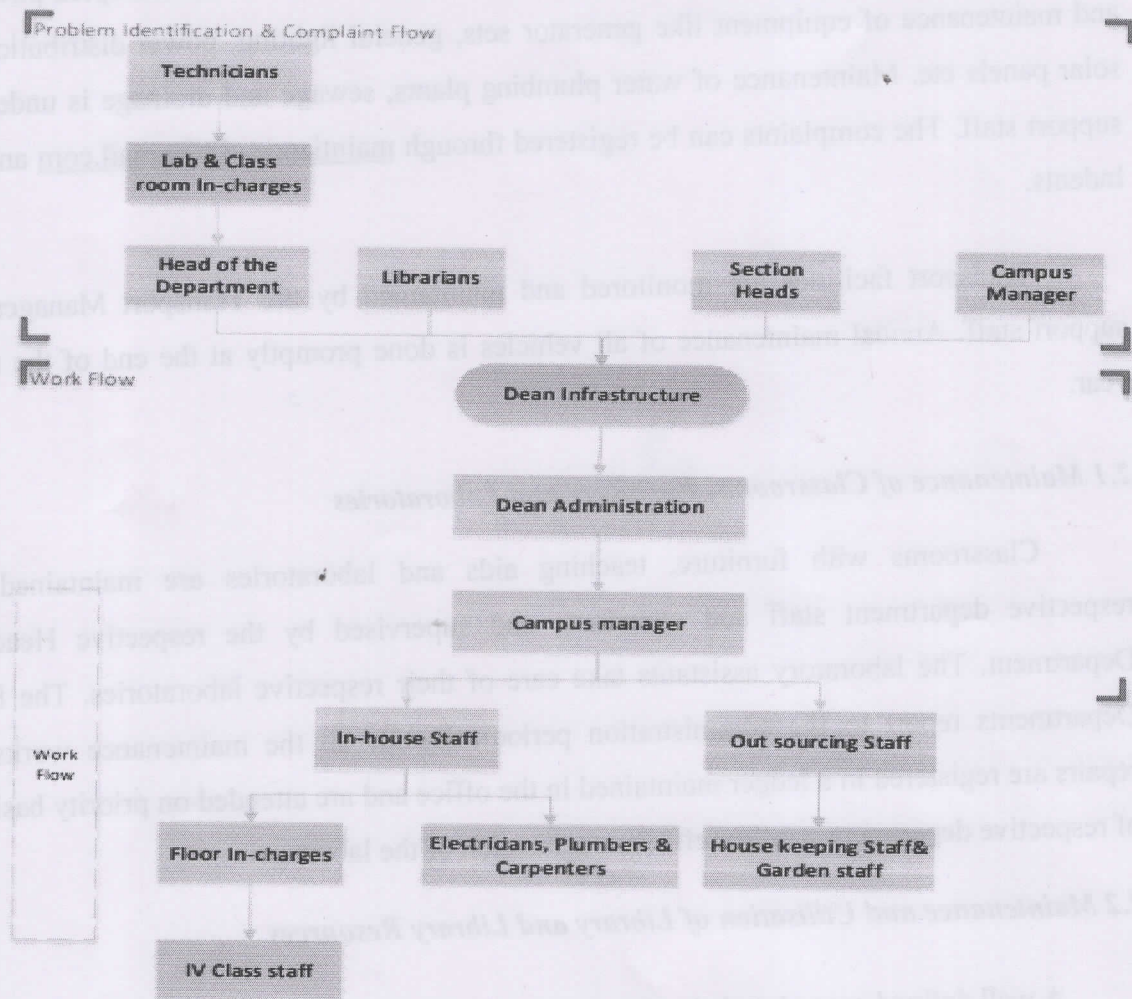


Figure:1 Maintenance of Physical Facilities



## ***2. Maintenance of Physical Facilities***

The physical facilities are maintained by the Institution's Engineering Section and Hardware section, which comprises competent professionals. The Dean infrastructure and Dean administration with a team staff monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. An exclusive person is appointed as Manager to supervise the maintenance works. Housekeeping services are outsourced on annual contract basis and are made available during day time in all the days.

The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical professionals are responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff. The complaints can be registered through [maintenance.viit@gmail.com](mailto:maintenance.viit@gmail.com) and through indents.

Transport facilities are monitored and maintained by the Transport Manager and his support staff. Annual maintenance of all vehicles is done promptly at the end of the academic year.

### ***2.1 Maintenance of Classrooms, Furniture and Laboratories***

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilisation of the laboratories.

### ***2.2 Maintenance and Utilisation of Library and Library Resources***

A well defined procedure is in place to maintain the library and its belongings. The following are the steps:

1. Arrangement of resources



2. Shelf maintenance
3. Shelving books
4. Shelf rectification
5. Process of stock verification
6. Methods of stock verification
7. Weeding out un-wanted material

#### PRECAUTIONS TO BE TAKEN:

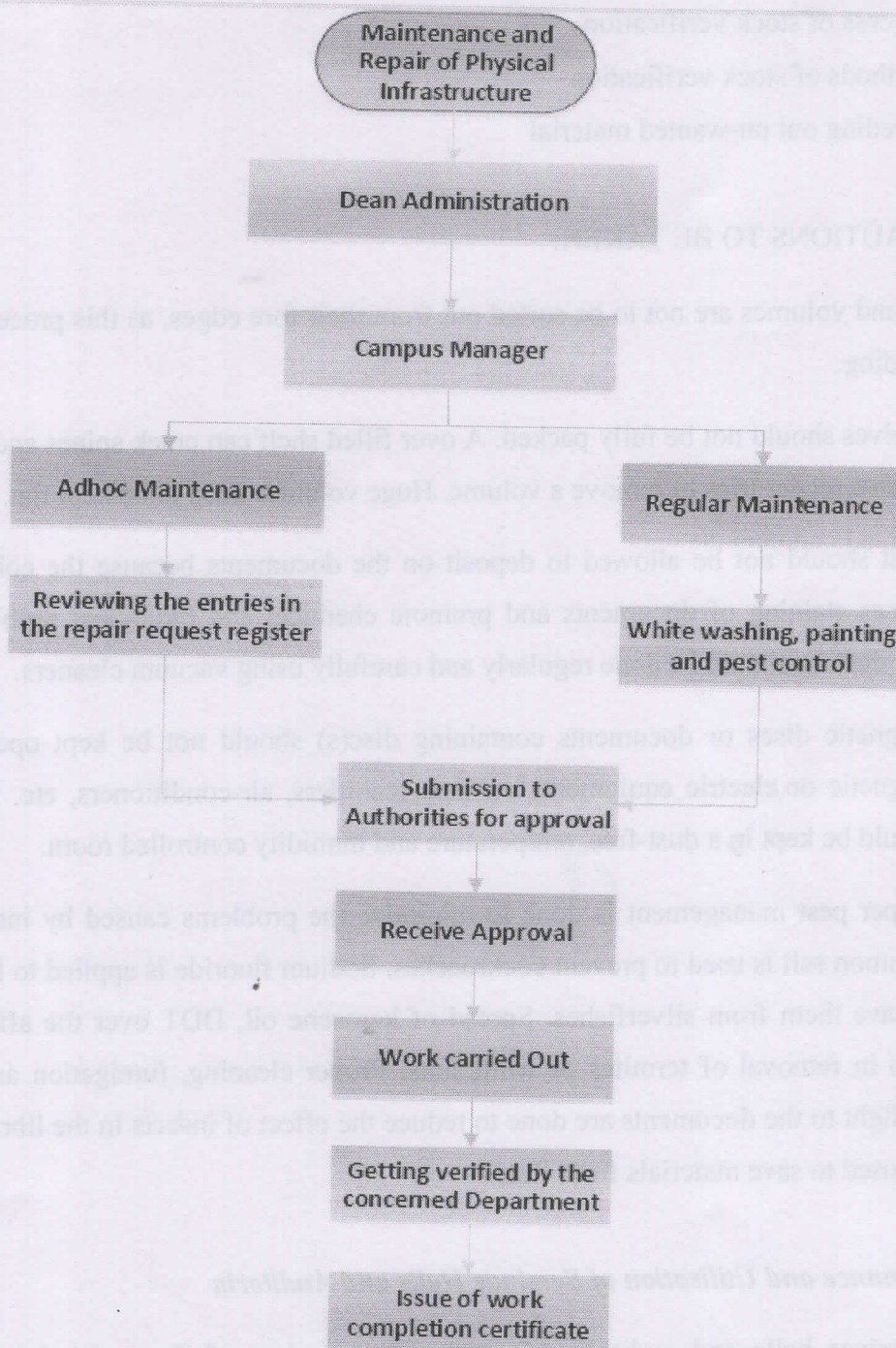
1. Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
2. Shelves should not be fully packed. A over filled shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
3. Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and dusting should be done regularly and carefully using vacuum cleaners.
4. Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
5. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Sodium fluoride is applied to bound volumes to save them from silverfishes. Spread of kerosene oil, DDT over the affected area can help in removal of termites or white ants. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellants are used to save materials from Rats.

### ***2.3 Maintenance and Utilisation of Seminar Halls and Auditoria***

Seminar halls and auditoria are under the purview of Dean Administration. Dean Administration gives instructions to campus manager time-to-time based on the indents risen from different in-charges. Floor supervisors take care of date to day maintenance. Effective utilisation of seminar halls and auditoria for organising academic meetings, seminars,



conferences and cultural events is made. For accessing the facilities and the organizing events on an indent is given by staff, through HOD to Dean and the date of event is registered and the halls are allotted on priority basis.



**Figure:1 Maintenance of Physical Facilities**

### 3. Maintenance of Electronics/Electrical Instruments

The maintenance of electrical and electronic equipment is responsibility of lab incharges. The lab Incharges with the help of Lab technicians take care of both Electrical and Instruments maintenance. Technicians with the help of floor supervisors take care of day to day cleanliness. Minor electrical and other repairs are taken by technicians and institute electricians. However major repair works are out-sourced.

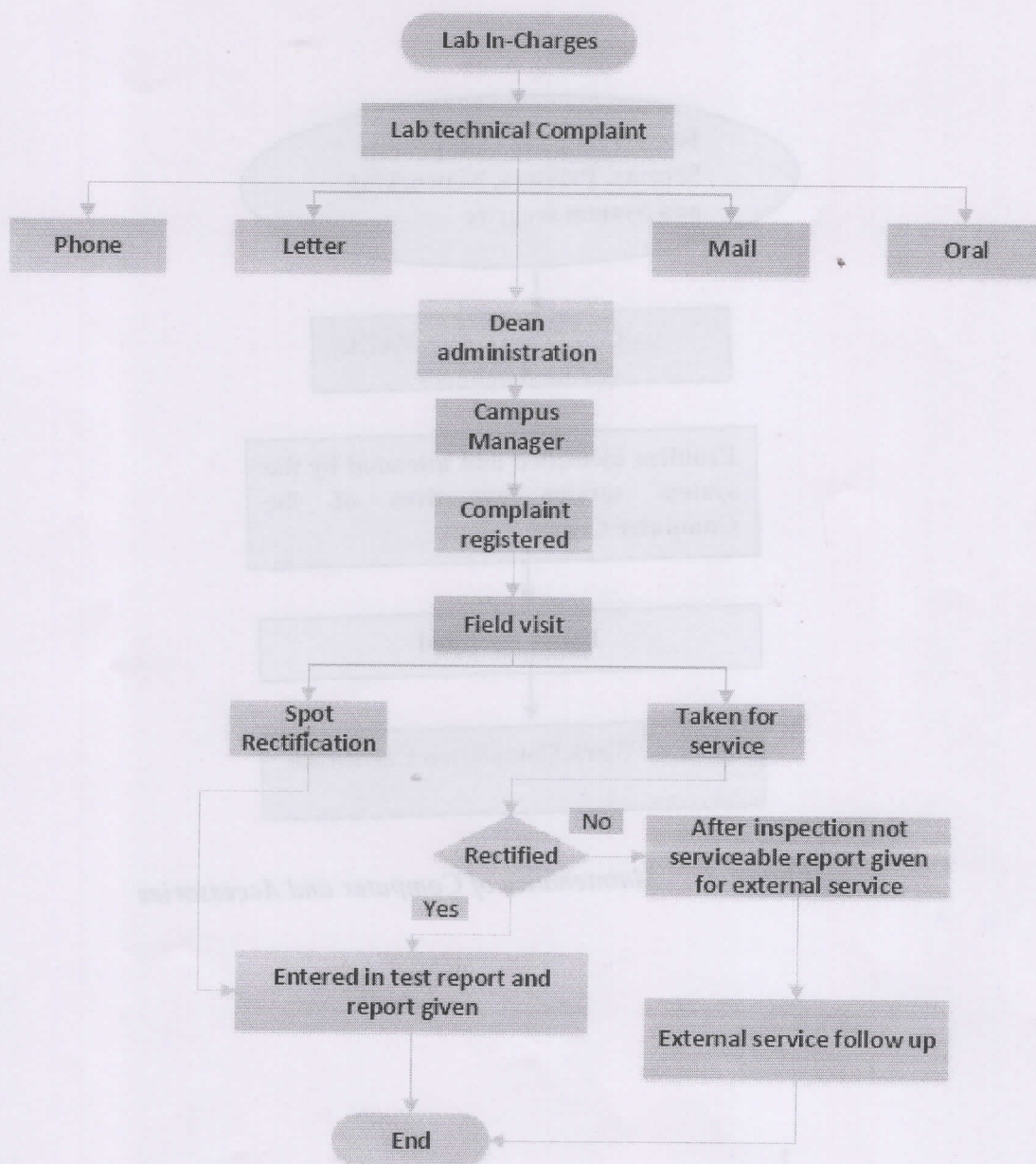


Figure: 2 Maintenance of Electrical and Electronics Instruments



#### 4. Maintenance of ICT Facilities

In VIIT Campus, the in-charge of Aryabatta Center for Computing (ACC) (System Cell In-charge) and his/her supporting staff maintain the ICT facilities of whole campus, computer, Servers etc.. The team is responsible for annual maintenance including the required software installation, antivirus and up gradation. To minimise e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Campus Wi-Fi is also maintained by ACC.

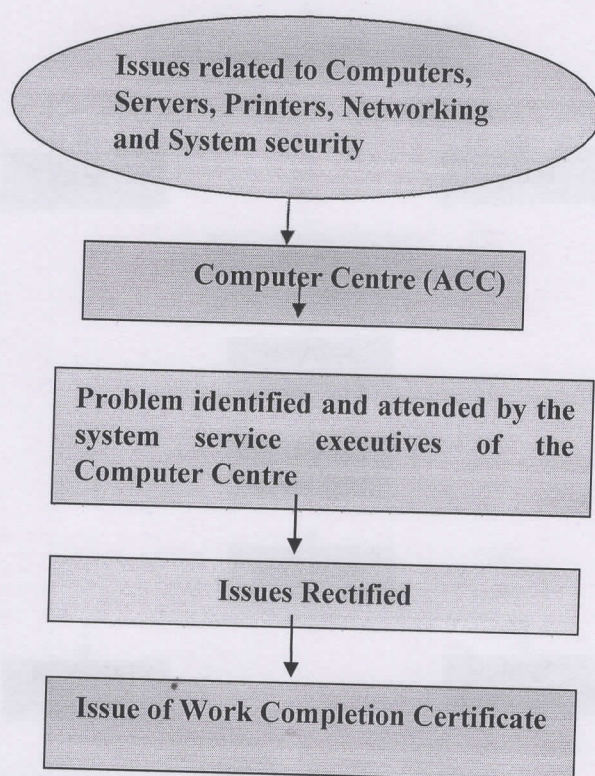


Figure:3 Maintenance of Computer and Accessories

## **5. Maintenance of Lab Equipment**

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained in the respective laboratories to report entries and maintenance of issues.

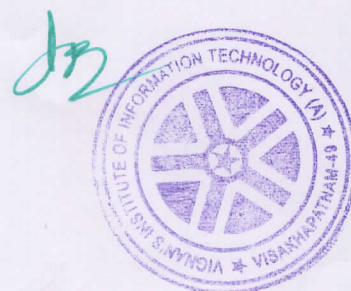
Standard operating procedures for all high end equipments are made available to the users. In-campus users register in the log books and are responsible for the safe handling of the equipments. Breakage and repair if any, are reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures are taken for speedy repairing of the equipment.

Minor repairs are attended by in-house staff. If any major repair is required external experts are called. Breakage of glassware intended for use by students and scholars is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year.

The condemned/obsolete items are discarded by procedure after getting the report of the maintenance department and the same is entered in the stock register. Annual maintenance contract (AMC) is sustained for maintenance of high end equipments and high end servers and computers

## **6. Maintenance and Utilisation of Advanced Research Labs, APSSDC Lab, CFI Lab and other central labs etc.,:**

Advanced research labs housing sophisticated equipments operate for the benefit of the research scholars. They are maintained by a faculty-in-charge who reports to the Head of the Department concerned on all matters related to the working and maintenance and in-campus service and outsourcing of the equipments. Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution website to the faculty in-charge. Access to equipments and service for recording analytical and computational data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users.



The following is the flow chart of maintenance which depicts process if complaint registers to the complaints getting resolved.

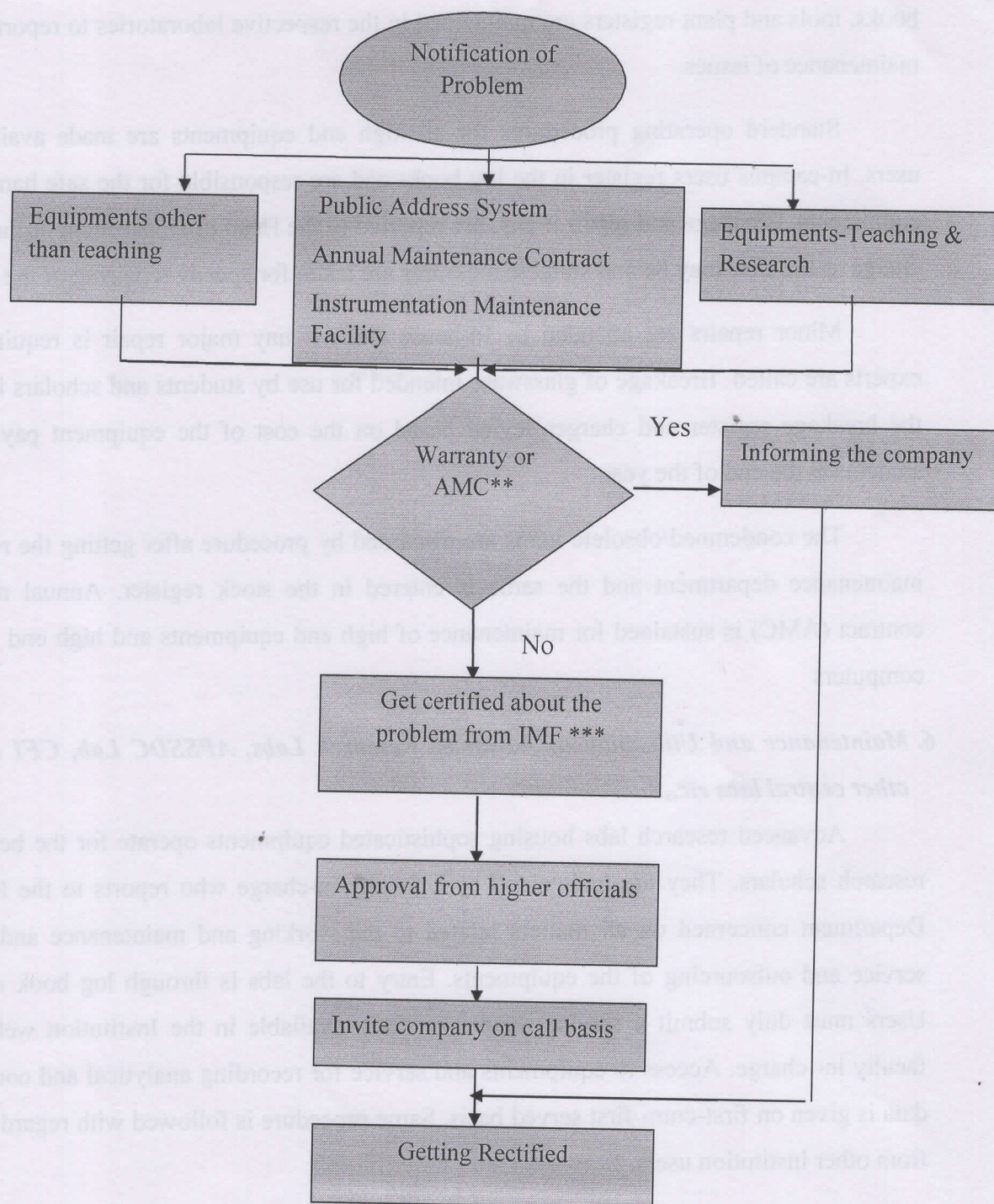


Figure: 4 Maintenance of Equipments

## **7. Maintenance of Sports and Games Facility**

The sports equipments, fitness equipments, ground and various play grounds in the campus are supervised and maintained by the Physical Directors and Faculty members of Physical Education Department. Expensive equipments in the fitness lab are maintained through Annual Maintenance Contract. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Grounds men, and vendors of Sports goods jointly maintain the sports equipments. Seasonal maintenance of all equipments and ground are carried out regularly by the Physical Education Department. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

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## 8. Maintenance of Campus Cleanliness

Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Wash rooms are cleaned thrice every day. The whole campus area is maintained by the housekeeping supervisor who will be reporting the completion of work to the campus manager and his assistants. Manager intern submits the reports periodically to Dean Infrastructure.

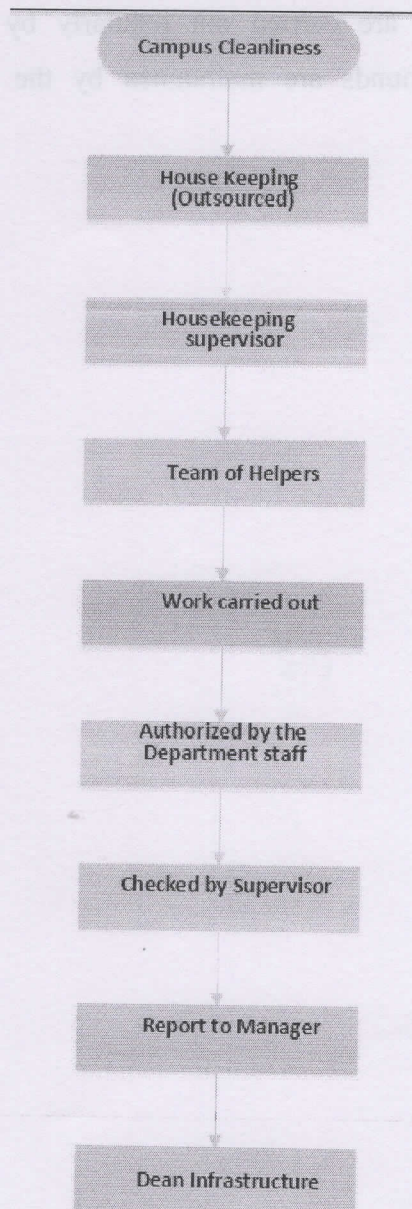


Figure : 6 Maintenance of Campus Cleanliness

## **9. Maintenance of other amenities**

The effluent treatment plants and rain water harvesting systems are maintained by the campus Manager and supporting staff. The maintenance of equipment for water pumping plants, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier. The campuses are equipped with 24/7 safe and adequate drinking water supply using water purifiers under Annual Maintenance Contractor. Fire extinguishers are installed in various blocks and are maintained by the respective departments with the support of the Campus Manager. Amenities like canteen and juice shop, stationery, and ATM facilities, and reprography accessible for all stakeholders are maintained by respective service providers on annual contract.

Green environmental aspects –Garden, the orchards, solar panels, rainwater harvesting systems, Nakshatravana (a congregation of trees and plants reared in the name of the 27 stars) in in the Campuses are maintained by the gardeners every day and frequently by the National Service Scheme volunteers as a service activity.

The entire campus is under surveillance of CCTV Cameras and the facility is taken care of by the Computer Centre(ACC) through annual contract with the service providers.

## **10. Annual Stock Checking**

Annual stock checking of furniture, lab equipment, library Books, stationery, ICT facilities, sports items s done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

## **11. Replacement of Equipment/ Electronics /Computers**

The maintenance comprises:

- i) Identification of un-repairable equipment
- ii) Disposal of waste including e-waste (Using by Basket facility)
- iii) Replacement wherever is possible.

## **12. Day to Day Emergency Maintenance**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance



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## 1. CAMPUS MAINTENANCE – CLEANING

particulars	Time line for maintenance
	Cleaning
• Temple zone	Daily
• Offices/Cabins of the administration	Daily
• Class rooms	Daily
• Library	Daily
• Laboratories	Daily
• Workshops	Daily
• Drawing halls	Daily
• Corridors	Daily
• Auditorium	Daily
• Seminar Halls	Daily
• Conference halls	Daily
• Staff rooms	Daily
• Cafeteria zone	Daily
• Sports areas	Weekly
• Gymnasium	Daily
• ATM zone	Daily
• Parking area	Daily
• Store area	Daily
• Green area	Weekly
• External campus	Weekly
• Water Tank	Monthly
• Wash rooms	Twice in day
• Interiors cleaning	Daily
• Exteriors Cleaning	Semi-Annually
• Generator rooms	Daily
• Power Room	Daily
• Security room	Daily
• Confidential/Strong rooms	Weekly

• Transport parking area	Daily
• Main Store rooms & its surrounding	Daily
• Hoardings/Publicity boards	Semi-Annually
• Notice Boards	Daily
• Sanitary lines	Monthly
• Drainage	Monthly
• CC Cameras	Monthly
• Telephone	Monthly
• Solar Panels	Daily

## 2. Preventive maintenance:

Items	Time line for maintenance
• Lift Cleaning	Semi-Annually
• Generator	Semi-Annually
• lab Equipment	Semi-Annually
• Busses/ Vehicles	Semi-Annually
• Solar Panels	Monthly
• AC	Monthly
• Xerox Machine	Monthly
• Grills Panting	Once in 3 years
• Buildings Painting	Once in 3 years
• Lift	Quarterly
• Routers	Monthly
• Library books	Annually

checks are taken care of by the Campus Manager and his team members.

### 13. STANDARD OPERATING PROCEDURE FOR PERIODIC MAINTENANCE

#### 13.1 DRegular Housekeeping:

S.No	Name of the Facility	Responsible staff	Supervised By	Verified By	Authorized By
1.1	Temple Zone				
	Offices/Cabins of the administration				
	Class rooms				
	Laboratories				
	Workshops				
	Drawing halls				
	Corridors				
	Auditorium				
	Seminar Halls				
	Conference halls				