

SOP ON MAINTENANCE

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Date of issue: 30 Apr 2019	Review date: 30 Apr 2021	Applicability: All SNCON Staff	

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1.1 Purpose: The aim of this Standard Operating Procedure(SOP) is to ensure that there is an established procedure for maintenance of the infrastructure facilities and equipment in the Institution.

1.2 Scope: This is applicable for all infrastructure facilities and equipment in the Institution.

1.3 General policy: To ensure that there is regular maintenance of infrastructure facilities and equipment in the Institution.

1.4 Responsibilities:

- 1.4.1 Maintenance Department
- 1.4.2 Heads of Departments

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1.5 Maintenance of Classrooms:

- 1.5.1 The supervisors shall survey the classroom to assess the furniture, ICT needs and suggest improvements if needed.
- 1.5.2 The departments shall submit infrastructural requirements for Acharya students at the beginning of the academic year.
- 1.5.3 The systems department has to monitor the operation of the ICT facilities in the classrooms.
- 1.5.4 Maintenance requirements with respect to furniture and fixtures shall be made known through ERP.

1.6 Maintenance of infrastructural facilities:

- 1.6.1 Verification of the auditoria, seminar and conference hall furniture, functionality of audio visual, ICT and other facilities shall be done periodically by the maintenance and technical staff.
- 1.6.2 Any immediate requirements of maintenance shall be met prior to any programme.
- 1.6.3 A repair register shall be kept in the office to record maintenance requirements of various infrastructural facilities and equipment.
- 1.6.4 All maintenance issues shall be addressed at the earliest.
- 1.6.5 Maintenance requests shall be made known through ERP.

1.7 Maintenance of library:

- 1.7.1 The Library Advisory Committee shall take care of the purchase of books and journals as per the requirement of students and staff, and update library services to incorporate the latest technologies.
- 1.7.2 The Committee shall be responsible for the effective functioning of the library.
- 1.7.3 The librarian shall be in-charge of the library and its maintenance.

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1.7.4 Integrated Library Management System shall be maintained through AMC.

1.8 Maintenance of Laboratories:

1.8.1 Maintenance of laboratories, equipment and other facilities of lab shall be taken care of by the respective departments, lab technicians and support staff.

1.8.2 Procurement details shall be provided by the respective departments and the needs shall be met on time.

1.8.3 Periodic stock verification shall be carried out on a regular basis. Repair and maintenance work shall be carried out and recorded in a register.

1.8.4 AMC agreements shall be made for media lab, studio equipment, camera, high-value printers, Telephone, DG set and all lab instruments.

1.9 Maintenance of Green Campus:

1.9.1 A team of gardeners shall tend to the green parks of the college under an estate supervisor.

1.9.2 All types of waste shall be segregated and recycled according to the institutional policy on waste segregation.

1.9.3 A campus supervisor and technician shall inspect the sewage treatment plant everyday to verify if the plant is functioning optimally.

1.9.4 Any defect shall be rectified immediately by the service provider.

1.10 Maintenance of solar panels:

1.10.1 A campus supervisor/technician shall inspect the solar panels every day to verify if the plant is functioning optimally.

1.10.2 AMC agreement is made for Solar Plant.

1.11 Maintenance of electrical and electronic appliances:

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1.11.1 Technicians qualified in electrical /electronic engineering shall be employed full time to install and maintain various electrical, electronic and public address systems.

1.11.2 Based on the requests made by departments and various centers, new systems shall be installed or existing ones shall be repaired to increase efficiency.

1.11.3 AMC agreements shall be renewed for the maintenance of generators, air conditioners, CCTV, UPS and other electronic devices.

1.12 Maintenance of safety equipment:

1.12.1 The college shall adhere to the statutory fire safety regulations and maintained by Security department.

1.12.2 Fire safety drills and audits shall be carried out. Fire safety equipment shall be inspected and maintained by the AMC partners maintained by Security department.

1.13 Maintenance of elevators:

1.13.1 AMC agreements shall be made for the maintenance of elevators.

1.14 Maintenance of water purifiers and Softeners:

1.14.1 Water potability shall be checked periodically, RO units and Softners shall be serviced through AMC.

1.15 Maintenance of ICT facilities:

1.15.1 ICT infrastructure shall be maintained by qualified and trained in-housesystem administrators with the support of AMCservice partners.