

Procedures and Policies for Maintenance

The maintenance policy of the institute is designed to ensure that all facilities are well-maintained and provide a safe and conducive environment for learning, teaching, and research. The policy covers all members of the institute and includes the scope of maintenance, repair, and custodial services in academic and administrative buildings and surrounding environs.

This policy applies to all physical assets, including buildings, classrooms, laboratories, equipment, and grounds owned or operated by the educational institute.

1. Maintenance of Physical Infrastructure and Support facility:

Institute believes in maintaining a spic and span campus as a prerequisite to achieving a salubrious environment. In view of this, Department of Facility Management (FM) is established which ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

a) Routine Maintenance:

- Clearing, Dusting, Sweeping and Mopping of all areas is undertaken daily by the contractual housekeeping staff and is supervised by the FM Department.
- The institute has multiple automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are main aimed.
- The housekeeping Staff is given training every Saturday on the various aspects of maintenance.
- For minor repairs, the Institute has a workforce of Carpenters, Masons, Electricians and Plumbers.

b) Preventive Maintenance:

Preventive maintenance is the cornerstone of any effective maintenance initiative, and it extends the life of older facilities and maximizes the useful life of newer facilities.

- Painting: The Institute has prepared a Calendar to ensure that all the areas are periodically painted.
- Structural Audits: The Institute periodically (every 3 years) carries out Structural Audit of the Building through qualified Structural Engineers.
- Fire Alarm System: The Institute has deployed Fire Alarm Systems as prescribed by the Chief Fire Office of the Municipal Corporation of Greater Mumbai (M.C.G.M). The maintenance of the system is outsourced to an agency empanelled by MCGM. The agency services the equipment monthly and submits its report to the Security Officer.
- Air Conditioning: Many areas of the Institute are air conditioned. The maintenance of the Heating, Ventilation, and Air conditioning (HVAC) system is outsourced. The agency services the machines monthly and submits its report to FM Manager.
- CCTV: The Institute has installed multiple CCTVs on the Campus. The maintenance of the system is outsourced. The agency inspects the equipment monthly and submits its report to the Security Officer.
- Lifts: All the lifts are maintained through AMC with Kone Elevators.



- Water testing: Though the Institute gets its supply of potable water from MCGM, the FM Department periodically (bi-annually) sends the water sample to the registered Laboratories for testing purpose.

c) Maintenance of Sports Complex:

- The Sports Department of the Institute is headed by the qualified Sports Officer. The Sports Officer is assisted by two Sports Instructors. All the two posts are fulltime.

- The Institute campus has an Indoor Gymkhana with playing facilities for chess and carom. Institute has outdoor multi-sport turf ground on which students play basketball, badminton volleyball and lawn tennis. The Institute also has a football ground and a handball court.

- All the sports facilities are looked after by the Sports Department team. They carry out training activities and supervise inter-class and inter collegiate matches during the annual sports events.

- The general cleanliness and up-keep of the grounds and Gymkhana is carried out by Facility Management team.

- The specially designed module in vMIS alerts the Sports Officer when a student is in the Sport Complex for more than two hours at a stretch.

2. Maintenance of IT Infrastructure:

Systems Department ensures that the maintenance of the IT Infrastructure is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

The Institute has a full-fledged Systems Department with a qualified Systems Manager for efficient management of IT infrastructure on campus. Systems Department with its team, ensures that the IT infrastructure (including hubs, L1 / L2 Switches, Wi-Fi Routers etc. and peripherals) are always in working condition.

The Institute has a policy of purchasing only hi-branded computer and networking hardware from reputed companies like IBM, Dell, Acer, Lenovo having extended 3-years warranty and therefore the maintenance for first 3 years is taken care by the vendor/supplier. The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.

The institution also has a full-time maintenance engineer and an independent maintenance room for carrying out IT maintenance. Every laboratory maintains a complete record of the equipment such as Dead-Stock Register, Maintenance Register, utilization, and Lab- Readiness Certificate. All the documents are verified by Lab In-charges and are kept in accordance with the standard procedures.

3. Utilization of Physical, Academic and Support facilities

The maintenance policy covers all aspects of facility management, including cleaning, repairs, and custodial services in academic and administrative buildings and surrounding environments.

a) Classrooms/Laboratories/Tutorial rooms:

- The Timetable Committee informs the FM team about the required utilization of these Instructional areas so that the FM team can deploy the necessary maintenance staff and program the HVAC system which is controlled by Intelligent Touch Machine (IM).

b) Library:

Criteria IV: Infrastructure and Learning Resources



- Library Committee is headed (convened) by a senior faculty member and each Department has a representative on it.
- Convener and members periodically review the books, periodicals, journals, and magazine requirements requested by the faculty and staff members and recommend for their purchase after due evaluation. Subsequently, the books are purchased and added to the library stock.
- The library staff is responsible for day-to-day operations such as issues and receipts as well as routine maintenance of the books, e-books, magazines, journals, and other library resources. The library management is fully computerized and integrated with the institute MIS systems.
- All Library stock records, and transaction records are maintained by MIS and corresponding system generated reports and documentation related is kept and filed.
- The Library Committee decides the timings of the Library/Reading Room. The library hours are sometimes extended during Exam time.


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