

**SHRI VAISHNAV INSTITUTE OF MANAGEMENT,
INDORE, MADHYA PRADESH**

Approved by AICTE, Affiliated to DAVV, Indore & RGPV, Bhopal

UGC-NAAC Accredited 'A' Grade Institute

www.svimi.org



Maintenance POLICY



Preamble: By imparting quality education the institute provides adequate infrastructure and resources towards holistic development of the students. Updating the resources and maintaining the environment for full utilization of the resources is always at the priority of the institute. Therefore, the institute has well defined policy for the procurement, maintenance and ensures the full usage of the available resources such as Campus, Classroom, Library, Sports Complex, Laboratories, Generator, Water Cleaning facility, Water Harvesting facility etc.

Objectives:

The various objectives of the maintenance policy are:

1. To have effective and efficient mechanism for the upkeep of various facilities so as to have optimum utilization of these facilities.
2. To keep record of all the moveable items that enter in the campus or being taken out of the campus and ensure the smooth supply of various materials needed for the smooth functioning of day-to-day academic activities.
3. To ensure the maintenance of the water facilities.
4. To ensure the maintenance of the power facilities.
5. To supervise the rain water harvesting system.
6. To ensure the proper maintenance of Computer Labs and other IT peripherals.
7. To ensure the management of the green ambience of the campus.

The institute has established various systems and procedures for maintaining and utilizing the various facilities available in the institution. For certain activities, the budget is allocated in the beginning of the year whereas some of the expenses which are of routine nature are meeting out with the daily receipts.

The institute forms various committees for different activities in the beginning of the year which meets regularly and on the basis of their recommendations maintenance is done.



Maintenance of the Campus

The administrative officer of the institute is entrusted with the responsibility of the maintenance of various campus facilities. Apart from the administrative officer the custodian is appointed to look after the day to day maintenance of the campus. The custodian is responsible for the cleanliness of the institute premises, washrooms, classrooms and other areas.

The major repairing and construction is done with the approval of management. Civil contractors are appointed after the receipt of quotations from different contractors, they are evaluated on various parameters and contract is assigned. Adequate budgetary provisions are made for the above work.

Maintenance of the Classrooms

The classrooms are cleaned twice in a day; in the morning before the regular classes starts, and in the evening after the regular classes are over for the hygiene purpose. Any issue related to repairs of white boards, electric repairs etc. is brought into the notice of the administrative officer who then allocates the work to the appropriate person. Regular feedback is taken from the faculty members and students regarding the cleanliness of the classrooms and other facilities.

The work of repairs of the furniture is outsourced and is undertaken as and when required.

Service	Frequency	Responsible Authority
Cleaning of Classrooms, and White Boards	Daily	Attender
Floors Dust Mop, Wet Mop, High and Low Dusting		Attender
Emptying Wastebaskets		Attender
Removing of overdated circulars from Notice Boards		Attender
Working Condition of Computer System, Projector and Projector Screen		Technician



Maintenance of the Library

The institute has two libraries: one for PG students and one for UG students. The institute has trained library staff who care and handles the books particularly during processing, shelving and conveyance of books.

The library committee of the institute is constituted for smooth functioning of the library.

Regular meetings of the committee are conducted for necessary suggestions. Stock verification takes place on yearly basis.

In the beginning of every session the faculty members put their demands for the books. Fresh books are purchased after the recommendation of the library committee whereas the damaged books are repaired during vacations.

Journals of repute are also subscribed by the institute. Binding of the periodicals and the journals which are removed from the shelves are done so that they can be used by faculties and research scholars for research purposes and the shelves are not fully packed.

Reference section, e-Library, and digital library, along with photocopy facility are established in the institute.

Proper pest management is done to minimize the problems caused by insects and save the resources from termites. Due care is also given to safeguard the books from rats.

Service	Frequency	Responsible Authority
Book Binding	Once in a semester	Asst. Librarian
Taking of Pest Control Measures		Asst. Librarian
Old Volumes Maintenance	Once in a Year	Asst. Librarian
Cleaning of Tables, Chairs and Bookshelves	Daily	Book Lifter
Floors Dust Mop, Wet Mop, High and Low Dusting		Attender



Maintenance of the Sports Facility

The institute has sports ground and sports complex along with the recreation room. The sports complex is well equipped with all modern amenities related to sports.

A full time dedicated sports officer is appointed who look after the various sports facilities available in the institute.

The sports activities are managed by the Sports committee which consists of the faculty members having inclination towards the sports.

The Sports committee prepares the annual calendar and organizes the indoor and outdoor activities. The budget is allocated every year for the maintenance of sports ground and sports equipments.

New equipments are purchased after the receipt of demand from the students after the recommendations of the sports committee.

Service	Frequency	Responsible Authority
Watering	Daily	Sports Officer
Rolling		Sports Officer
Marking		Sports Officer
Grass Pulling		Gardener
Grass Cutting in Cricket Court	Weekly	Gardener

Maintenance of the Computers

The institute has 04 computer labs in PG wing and 02 in UG wing. The institute has adequate numbers of computers of latest configuration. Apart of computers the labs are equipped with printers, scanners, cds and dvds etc.

The computers are allocated to each faculty and printers are allocated to HoDs and Program Coordinators.

The computer systems and other IT peripherals are also allotted to the office staff as per requirements. The responsibility of maintenance of computers, networking and other IT related issues is entrusted with the System Manager and Networking Manager and is further delegated to lab in-charge.



The new computers and other IT peripherals are purchased after the recommendations of purchase committee. Due process of inviting quotations and evaluation is observed before the new purchases. The amount for the new purchases and maintenance is allotted every year in budget.

Service	Frequency	Responsible Authority
Software Installation	Weekly	Lab Staff
Hardware Repairs		Lab Staff
Computer Peripherals		Lab Staff

Maintenance of the Generator Facility

In order to ensure the uninterrupted power supply in the campus, the institute has an own DG set.

Whenever there is power cut, the generator is used. The maintenance expenses are allocated through budget whereas the running expenses are meeting through daily budgets. A Full time electricians is appointed for the preventive maintenance of DG set. He looks for the routine functioning of the DG set along with the refilling of the diesel and other service requirements including operating DG set atleast one in a week for charging battery. In case of any major fault the repairing is outsourced through vendor.

Water Cleaning Facility

The Reverse Osmosis (ROs) is used to filter the drinking water. RO machines are installed on every floor at the point of drinking water. Also the chillers are installed to get the cold water.

In order to ensure the purity of water the water tanks are cleaned bimonthly through outsourcing agency. Also maintenance of RO machines like changing of filters etc. are done time to time to get the pure water.

Maintenance of the Rain Water Harvesting

As a commitment towards society, the institute takes adequate measures to harvest the rain water during the rainy season. The material of the rain harvesting unit is changed yearly. The maintenance is outsourced and the expenses are made through day to day receipts.



Outcomes:

1. All the resources are optimally used and are properly maintained.
2. The longevity of the resources sustained.


Director
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