



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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Date: 10/12/2016

MAINTENANCE POLICY

Policy statement

The maintenance policy at AJIET covers the care and management of campus facilities like buildings, roads, gardens, and equipment. By implementing this policy, we aim to ensure the quality and functionality of our infrastructure, creating an optimal environment for academic and extracurricular activities.

Scope of the policy

The scope of the maintenance policy at AJIET encompasses all aspects of care, management, and oversight related to the diverse campus facilities, amenities, and resources. This includes routine maintenance, repairs, upgrades, and inspections of buildings, internal roads, gardens, trees, computers, classrooms, seminar halls, equipment, and laboratories. Additionally, the policy extends to the implementation of preventive maintenance measures, scheduling of maintenance activities, allocation of resources, and ensuring compliance with safety and regulatory standards. By adhering to this policy, we aim to optimize the functionality, longevity, and safety of our campus infrastructure, thereby enhancing the overall academic and operational effectiveness of AJIET.

Maintenance Objectives

The core objectives of this policy are outlined as follows:

1. To ensure the orderly organization of print and digital resources within the Central Library.
2. Ensure the proper maintenance and necessary upgrades for ICT - enabled classrooms, seminar halls, and faculty rooms. To ensure proper maintenance of IT Network and CCTV cameras in all the buildings within the campus.

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3. Outsourcing may be utilized as needed for the maintenance and repair of IT infrastructure, including computers and internet facilities such as Wi-Fi and broadband.
4. To oversee the appropriate upkeep of college and hostel electrical installations by the electrical section, while also ensuring the monitoring of waterlines by the Maintenance Engineer.
5. Maintaining department-specific stock registers is the responsibility of the respective laboratory in-charge, overseen by the Head of the Department.
6. The routine cleaning of water tanks, appropriate disposal of garbage, pest control, landscaping, and lawn maintenance are carried out by the college housekeeping section and gardening staff, all under the supervision of the Maintenance Engineer.
7. Outsourcing can be used, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
8. The housekeeping section, under the guidance of the Maintenance Engineer, is responsible for maintaining the overall cleanliness of the college and hostels.

Maintenance Procedure

Any issues arising within a department are communicated to the Maintenance Engineer through a formal request letter initiated by the respective Head of the Department and channelled through the Principal.

- The Maintenance Engineer assigns a proficient technician to address the specific issue. If no additional materials are needed, the skilled person resolves the problem on-site. For any material requirements or the purchase of new equipment, the process follows the proper channels, including obtaining permission from the principal and approval from the management.
- Periodic stock register update is done in each department by the lab assistant/in charge personal and assessing the status of furniture, lab equipment, stationery, ICT facilities, library resources, sports items, and all other assets the items are then repaired and maintained as needed, under the supervision of the Maintenance Engineer.
- The IT systems section oversees the maintenance of LAN connectivity, Campus Wi-Fi, CCTV, and internet connectivity across all departments. Persistent maintenance issues may be referred to an external vendor after consultation with the principal.



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- Nevertheless, for any fiber optic cable issues, as well as upgrades or modifications to the existing Network Model, external agencies are invited to submit quotations in accordance with the central purchase procedure. If present, they are addressed with support from the vendor.
- Each department within the institute conducts regular calibration and maintenance of measuring instruments, ensuring the periodic upkeep of all laboratory equipment and for significant issues and repairs, consultations with suppliers will take place in accordance with the central purchase procedure.
- The library committee is entrusted with the responsibility of planning and coordinating all maintenance activities for the library.
- Building maintenance encompasses construction work, modifications, civil repairs in buildings, upkeep of internal roads, plumbing, pest control, garden infrastructure, fire safety and painting for building structures. Minor repairs and maintenance are conducted internally, while external contractor services are engaged for significant maintenance needs within the campus.
- Under the supervision of the Maintenance Engineer, the monitoring of electrical systems, including lifts, tube lights, fans, DG set energy backup system, UPS, and batteries, is conducted. Suppliers or service providers are approached in case of any major faults. Additionally, major electrical equipment is covered under a warranty period or Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS are installed in every department to ensure uninterrupted power supply for all computers and regular maintenance procedures are consistently carried out.
- All furniture and computers within the institution are systematically numbered and undergo proper maintenance. The Maintenance Engineer oversees the implementation of established procedures for the upkeep of furniture in the institution.
- The indoor and outdoor sports facilities such as playgrounds, table Tennis, badminton court, and all other sporting equipment are regularly supervised and maintained by the Physical Director
- The continuous 24 X 7 drinking water facility is upheld through regular quality testing. The setup comprises a total of five water purifier cum coolers and three standalone water purifiers.



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- The institution has installed individual overhead tanks with a capacity of 60 Kiloliters each, along with a dedicated sump totalling 120,000 liters, specifically designated for the boys' and girls' hostels. A new overhead tank with a capacity of 60 Kiloliters is currently being constructed.
- This system supports the daily sewage treatment capacity of 150 Kiloliters and undergoes regular maintenance.

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for A.J. Institute of Engineering & Technology

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President

President

Date: 10/12/2016



Principal

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