

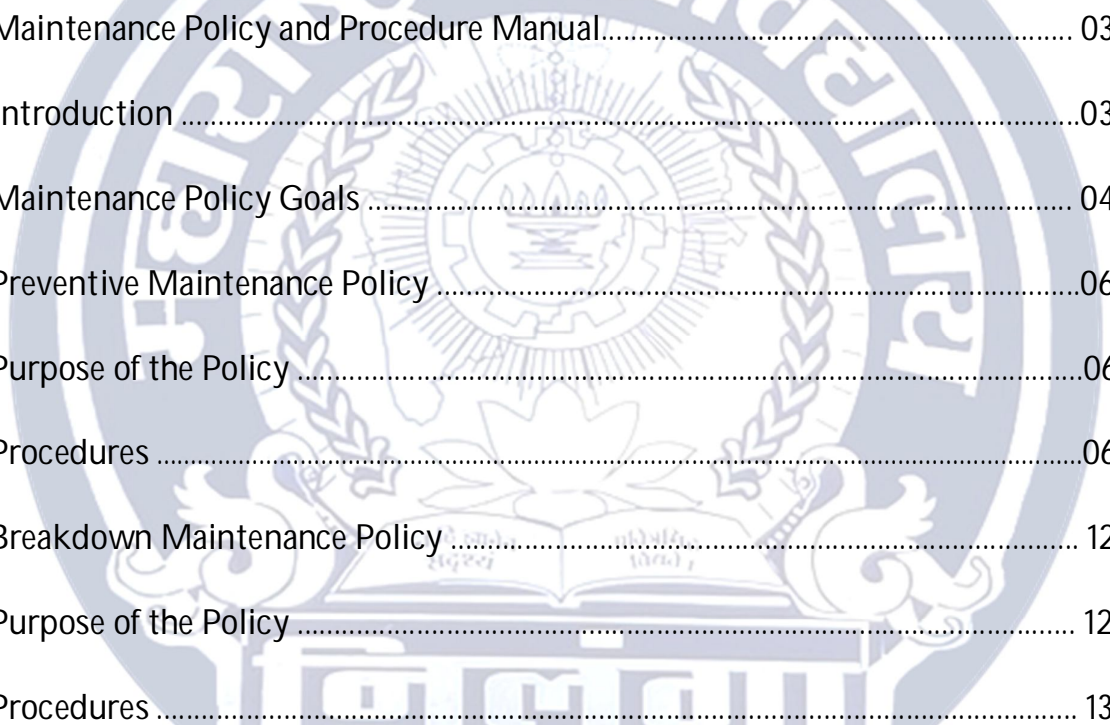
Maharashtra Shikshan Samiti's

# Maharashtra Mahavidyalaya, Nilanga



## Maintenance Policy and Procedure Manual

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# Maintenance Policy and Procedure Manual

## Introduction

“The secret of landscape isn't creation...its maintenance” - Michael Dolan

As this quote is true about landscapes, it is true about almost everything on the good planet Earth. A proper and timely maintenance doesn't only sustain any organic inorganic creation, but it contributes to its endurance of the life of quality service. Maintenance work plays a crucial role in smooth and efficient functioning of the entire administration of an educational institution. Every equipment device or every construction needs maintenance, work time and again. Be it Creation of the new infrastructural facilities or its augmentation or raising new construction, it all need to be balanced by their maintenance and repairing work carried out by a decentralised process as well as through speedy and well thought process. It is equally important to have specified responsibilities, assigned and a well-thought system for the task. Maintenance and repairing works demand services from a variety of service providers and also a constant monitoring. Each device, infrastructural facility and and amenity demands different type of maintenance work. Hence, they require different service providers having expert knowledge in the field. For timely and efficient maintenance and repairing work to be completed. It is necessary that it should be divided into different committees and specific responsibilities should be assigned to the concerned authorities.

Keeping in view all the above mentioned considerations, Maharashtra Mahavidyalaya Nilanga has established various committees and affixed the responsibilities regarding maintenance work and repairing work of each kind of facility, infrastructure or tool. Our college has well established and strictly observed procedures and policies regarding the maintenance as well as utilising the various academic, physical and support facilities. The function of the committees and the cells are to observe and ensure that optimum use of the academic and support facilities are being done and all the facilities, equipment, and devices are in function with the best of their capacities.

## The Goals of the Policy

To have scheduled and efficient maintenance works at the campus, Maharashtra Mahavidyalaya has formulated The *Maintenance Policy and Procedure Manual* which is meant to achieve the following goals for smooth operation of our academic, sports, cultural, and environmental activities.

## MAINTENANCE POLICY GOALS

The inclusion of the following goals should help a Facility formulate a successful operation and maintenance of institute program:

1. To schedule the performance of the maintenance work on a periodic basis.
2. To create healthy and hygienic workplace environment at the campus through routinized housekeeping, scavenger and waste management system.
3. To identify and prevent potential breakdowns of the equipment through scheduled check-ups and updating work.
4. To minimize the maintenance cost through timely addressing and troubleshooting the issues arisen through use.
5. To achieve the conservation of energy and resources and to ensure that the energy consuming equipment are operated efficiently and to the maximum of their capacities.
6. To get the maintenance work performed at the earliest in order to utilize the academic, sports, library and laboratories to their full capacities.

However, the nature of Maintenance work is varied. It is not homogenous hence; it requires a range of measures to be taken and the services to be hired.

## Purpose of the Policy

With intention to provide safe, healthy and secure environment for the students and the staff alike, it is necessary to have two kinds of activities—Preventive Maintenance Activities and Breakdown Maintenance Activities. In order to ensure that both of these activities are in function in a scheduled and efficient manner we have devised these two sub-policies under Maintenance Policy.

## 1. Preventive Maintenance Policy

## 2. Breakdown Maintenance Policy

1. This policy will provide guidelines and Standard Operating System for timely and efficient maintenance work.
2. The policy will also ensure that the academic, sports, library, laboratories and other facilities are maintained periodically.
3. The approach of the institution is to make the optimum use of the infrastructure, equipment and facilities.
4. This policy intends to prevent breakdowns of the devices when they are most needed.
5. This policy will assist in helping coordinate, organize and monitor the maintenance and repairing work of the various facilities.

## Preventive Maintenance Policy

### Introduction

This kind of Preventive Maintenance is equally important as the maintenance of a device which is broken down. It is called preventive maintenance because it is a scheduled and periodically carried out maintenance while the equipment is still in a working condition. It is done in order to inspect, adjust or for a minor repair without hiring external repairing services. It helps in minimizing the breakdown of the equipment all the devices so that they can be used optimally. Such maintenance work is usually carried out by there on role staff of the institution. The classrooms, seminar halls, science and computer laboratories libraries, indoor and outdoor sports, play grounds, gymnasium, water purifiers, electricity generators, inverters, water pumps, waste water drainage systems, common rooms, toilets and urinals as well as the open spaces are inspected for any wear and tear so that their breakdown can be prevented.

### Purpose of the Policy

In order to ensure that the Academy, physical and other support facilities do not break down unexpectedly this policy aims to provide guidelines. The purpose of the policy is to save the cost of the maintenance as well as achieve efficiency of functioning through:

- ❖ Improving the reliability of the electronic and electrical equipment,
- ❖ Reducing the frequency of equipment break down.
- ❖ Ensuring the optimal usage of the academic and other facilities.
- ❖ Extending the life of the electronic, gym, laboratory and other devices.

### Procedures of Maintenance of Classrooms, Departments and Common Rooms

The classrooms departments and the common rooms for girls and boys are maintained by the peons and the attendants specially deployed for the tasks. The Furniture, the teaching aids and other auxiliary facilities in these rooms maintained by the peons and supervised by the Office Superintendent, respective Head of the Department, and the Coordinator of the Maintenance Committee Dr. G. L. Moghe. The teachers, head of the departments and office superintendent inform as and when the need for maintenance of a facility or amenity arises. to be carried out in the campus. The students are advised to use

the furniture and educational instruments carefully and follow all the instructions given by their mentors, teachers as well as lab technicians. The instructions regarding proper use and safety of the devices are displayed in all the classrooms and laboratories also. The instructions regarding upkeeping the furniture and spaces are also displayed at various places. The users of the laboratory equipment and computers are given instructions to shut down or switch off the devices following the standard procedures. Students are mentored to keep the outdoor and indoor learning spaces, open spaces in the campus, other learning spaces and the playgrounds plastic and litter free. This entire work is divided into the following categories and services in practice are also given in the table below.

Service	Responsible Authority	Frequency
<b>Cleaning of Classrooms, and Chalkboards</b>	Peons	Daily
<b>Emptying Dustbins</b>	Attendants	Daily
<b>Removing obsolete circulars, notices etc.</b>	Peons	Weekly
<b>Dusting and Cleaning with wet mop</b>	Attendants	Daily
<b>Keeping the computer systems, projectors, and projector screens in working condition</b>	Technician	Daily

## Maintenance of Science Laboratories and Research Centres

Maharashtra Mahavidyalaya, Nilanga has four science laboratories and two research centres—Chemistry Laboratory Botany laboratory, physics, laboratory and zoology laboratory as well as botany research lab and chemistry research laboratory. The responsibility of maintaining the scientific equipment and devices is under the purview of the head of the respective departments. To assist in this task of keeping all the scientific devices and equipment in proper functioning, live assistance and other service personnel are deployed. All the laboratories have stock registers regularly maintained and periodically monitored by the principal. All the problems arising out of wear and tear as well as daily usage are reported by head of the respective department to the principal of the college. The maintenance and repairs are monitored by the Maintenance Committee. All the major repairs of the equipment are identified and repairing services from the external experts, wherever needed, are hired at the earliest so that the practical and research work being carried out at the laboratory does not hamper. For all the high-end scientific equipment, the necessary Standard Operating Procedures (SOPs) are explained to the students as well as displayed near the devices. Outdated chemicals and broken glassware are disposed following the

standard procedure. Our science laboratories and research centers have the following services and procedures in function.

Service	Responsible Authority	Frequency
<b>Cleaning of Laboratories and Research Centres</b>	Peons	Daily
<b>Dusting and Cleaning with wet mop</b>	Attendants	Daily
<b>Disposing the Chemicals and Glassware</b>	Lab Attendants	Weekly
<b>Keeping the scientific devices clean and ready for use</b>	Lab Attendants	Daily
<b>Lens Cleaning and Replacement</b>	Lab Attendant	Yearly
<b>Preservative Formalin Replacement</b>	Expert	Yearly
<b>Chloroforming of Stuffed Birds and Animals</b>	Lab Attendant	Yearly
<b>Disposable Needles, Broken Glassware Disposal</b>	Lab Attendant	Weekly

## Maintenance and Utilisation of Library and Library Resources

In the academic field Knowledge Resource Centre (commonly known as Library) plays an important role in accessing the treasured resources and also in creating new knowledge. A good Knowledge Resource Centre is the backbone of academics. The entire structure of human progression in the field of creation, access and dissemination of knowledge stands on the libraries or Knowledge Resource Centres. Therefore, it is important that these resources must be preserved with Standard Operating Procedures. Similarly, important textbooks and other resources need to be preserved with latest techniques. Moreover, they also need to be protected from dust, pests, water, humidity, fungi, fire, as well as wear and tear. In order to take care of the valuable knowledge resources in our library, all the stakeholders of the library are given clear instructions regarding the proper use and care of the knowledge resources.

In order to take care of the valuable knowledge resources in our library, all the stakeholders of the library are given clear instructions regarding the proper use and care of the knowledge resources. Staff at the Knowledge Resource Centre is given clear instructions regarding the handling of the documents, especially during processing, shelving and conveyance. Instructions are also displayed in the library. The students, the teachers, the researchers and the non-teaching staff are also given clear instructions, time and again regarding the proper use of the books and volumes. The librarian of our college has the responsibility of getting the maintenance work of books done through Library Attendants,



Peons and experts in pest control etc. There is a special Library Advisory Committee formed for making important decisions regarding purchase of the new volumes, library budgets and smooth and efficient functioning of the book transactions. Also, the committee looks into the matters related to the maintenance work. The entire premises of the library are under the surveillance of CCTV. For the safety and security of the books and other knowledge resources in the library, fire extinguishers are also made available.

The procedure of the maintenance work along with schedule is given below.

<b>Service</b>	<b>Responsible Authority</b>	<b>Frequency</b>
<b>Cleaning the floors with dust mop and wet mop</b>	Peons	Daily
<b>Cleaning of Tables, Chairs, and Bookshelves</b>	Peons	Daily
<b>Book Binding</b>	Library Attendants	Per Semester
<b>Taking of Pest control measures</b>	Library Attendants	Annually
<b>Old Volumes maintenance</b>	Technician	Annually

## Maintenance of Sports Complexes

Sports and physical education plays an important role in the life of the students. Sports and physical activities do not only improve the health of the students and train them in various skills, they also help them develop various cognitive and social skills. As the saying goes, "Healthy mind resides in a healthy body", sports and physical education hugely contributes in the psychological health of the students. They are also an important factor in the nurturing of the social skills like sportsmanship, team work and leadership etc. Keeping this in mind, our college has created various playgrounds, both indoor and outdoor along with gymnasium. Our college has an indoor stadium with various indoor sports and games facilities. It has two Badminton courts, Kabaddi ground, Wrestling, Boxing, Taekwondo, Table-tennis boards, Chess and Carom facilities as well as well-equipped gymnasium. The college also trains the students in the athletics. Our college also has playgrounds like Cricket ground, Basketball, Tennis clay-court, Kho-Kho ground, Kabaddi ground, Volleyball ground, Football ground, and Basketball court. The indoor and outdoor games and sports facilities are maintained regularly and kept ready for regular practice of the students. The outdoor playgrounds have proper fencing and water drainage system.

The maintenance of the grounds is carried out as per the requirements of each ground and as per the schedule. There are different kinds of maintenance works carried out under the guidance and supervision of the Director of Sports and Physical education. The maintenance of the sports, bats rackets and equipment is done as per the requirement by either the director of the sport and physical education or by an external expert. The

maintenance of the indoor sports facilities as well as the outdoor grounds is also of varied kind. The maintenance work is scheduled as given below.

Service	Responsible Authority	Frequency
<b>Cleaning the floors with dust mop and wet mop</b>	Attendant	Daily
<b>Gym Equipment Maintenance</b>	Expert	Yearly
<b>Playground Maintenance</b>	Attendant	Per Semester
<b>Stock Verification</b>	Director, Phy. Edu.	Yearly
<b>Ground Marking</b>	Director, Phy. Edu.	Weekly
<b>Sports Equipment Repairing</b>	Expert, Attendant, Director, Phy. Edu.	Quarterly

## Computer Labs

Maharashtra Mahavidyalaya has separate computer laboratories with the latest computing devices. The laboratories are connected through lease lines. Our college provides free wi-fi facility in the college. The students are enabled with a free and easy access to the computers for their learning and data surfing. The computer laboratories are well equipped with LED screens, printers, scanners, air conditioners, separate cubes, and cloud based storage system. The computer laboratories are supplied with fire extinguishers. The computers are regularly upgraded and necessary hardware replacement is also done as per the requirement. In order to prevent breakdown of the computing devices our college has a maintenance policy covering all the aspects of it. Head of the Department of B. C.A. has the responsibility of getting the maintenance work of the Computer Laboratories maintained. There are Lab Attendants, Lab Technicians and external technical experts to keep the computer laboratories updated and working at their maximum capacities. Department of Mathematics also has a separate computer laboratory which is maintained by the Lab Attendants, Lab Technicians and external technical experts under the supervision of the Head of the Department of Mathematics. The Faculty of Bachelor of Vocation (Web Printing Technology) also has a separate computer laboratory with printers, scanners, Wi-Fi facility, and Smart Board installed in it. The schedule of the maintenance work of the computer laboratories is given below.

Service	Responsible Authority	Frequency
Cleaning the floors, Tables and Chairs	Attendant	Daily
Software Updating	Lab Technician	Weekly
Dusting with Blower machine	Attendant	Monthly
Fire Extinguisher	External Expert	Per Semester
Air Conditioners Servicing	External Expert	Weekly
Electric Boards and LAN Boxes	Lab Technician	Weekly

The regular preventive maintenance works of the computer laboratories is scheduled as above. The policy aims to prevent a breakdown of the computing devices.



## Breakdown Maintenance Policy

### Introduction

In contrast to the preventive measures taken by our college for the maintenance of various devices and facilities, Maharashtra Mahavidyalaya also has a policy and procedure carefully designed for breakdown maintenance. Where a preventive maintenance policy aim to prevent the devices from going out of function or for extending the working life of the devices and facilities, Breakdown Maintenance Policy aims at bringing the devices and facilities into working life which have stopped working or broken down. As such, a Breakdown Maintenance Policy is applicable when the devices or the various facilities go out of function. Maharashtra Mahavidyalaya has employed various technical staff, laboratory attendants and also takes services from the private service providers regarding maintenance of the devices and facilities. For the maintenance of any asset facility and equipment our college has decided a policy and a procedure. Breakdown maintenance is mostly done by the staff on-roll at the college; however, for major breakdown issue which required an expert to solve it, we hire the services from the private service providers.

This policy categorizes breakdown maintenance into following three areas.

- Building maintenance
- Electrical maintenance
- Computer and other devices maintenance

### Purpose of the Policy

The purpose of this policy is to provide guidelines and statement on the standard procedure of carrying out breakdown maintenance work of the various assets, devices and equipment in a systematic and quick manner. This policy ensures that the devices and facilities that need an urgent repairing or maintenance work will be taken care in an urgent

fashion. Thereby, the policy aims to ensure that all the equipment and facilities are in a good working condition and also working to the best of their capacities.

## Building Maintenance

### Procedures

The work related to building maintenance is mostly done through outsourcing. However, as per the work, a supervising authority is assigned for each work. The various building maintenance activities such as plumbing, sanitation, painting and minor constructions or carried out by the respective service providers. These or such works are under the supervision of the maintenance committee or the authority of the concerned department. The concerned authority in this policy means for instance, if the work is related to the library, the library attendant will look after the work under the guidance of the librarian. These are the steps to be followed for building maintenance work. A civil engineer appointed by Maharashtra Shikshan Samiti will plan, execute and supervise any major construction and maintenance work of all the buildings.

1. The respective department should report the complaint of the requirement of maintenance work to the principal of the college. The requirement of Maintenance can also be registered with the Maintenance Committee.
2. Next to that building maintenance committee monitors the complaints received by either the principal or the committee itself to identify the services requested by various departments.
3. Coordinator of the committee, maintenance committee initiates the actions that are required to solve the problem and takes the decision regarding taking services from expert stuff such as plumbers, carpenters et cetera.
4. The principal of the college approves the request for maintenance and orders hiring of the external experts or service providers.

## Electrical, Electric Devices, Computers and Electronic Devices Breakdown Maintenance

For the repairs of the electrical breakdowns of major and minor kinds, both on-roll techno-savvy non-teaching staff and external services will be taken as per the needs. The repairs and breakdown maintenance of a minor kind will be carried out by our technical staff and the minor repairs and maintenance of the electrical devices and wiring etc. will be carried out by expert personnel on hiring basis. The college will appoint techno-savvy non-teaching staff for carrying out the minor repairs whereas, the services from the external experts will be taken as per the requirements. For the maintenance of inverters, batteries, UPS, electric generator, solar panels, air conditioners, fan, coolers, ovens and lighting equipment is done by the service providers mentioned below.

Sr. No.	Electric Device	Service Provider	Contact No.	Monitoring Authority
1.	MCB, Wiring, Fan, Cooler, Lighting Equipment	Mr. Sham Dhumal	7769996129	Infrastructure Maintenance Committee
2.	Batteries, Inverters, UPS	Minar Batteries , Milanga	9975279486	
3.	Air Conditioners	Khwaja A. C. Services, Nilanga	8600586869	
4.	Solar Panels	Solar Marts Pvt. Ltd. Latur	9850305775	
5.	Power to the Grid	Govt. Employee, Maharashtra State Electric Board	9604037688	
6.	Electric Generator	Shafik Shaikh	9595716191	Office Superintendent
7.	Ovens, Refrigerators,	Khwaja A. C. Services, Nilanga	8600586869	Respected Heads
8.	Computers	Mr. Vishnu Pawar	9604170104	
9.	Printers, Scanners, Copiers	Ramkrishna Torsalle	9665407117	Respective Heads & Personnel
10.	Science Laboratory Equipment	Premdas Science Lab. Services	9921524320	Respective Heads

As such, the repair works of all electrical and electronic equipment is planned to be done through an external agency as per the needs.

## Procedure

**Step1:** Respective department reports the complaint to the maintenance committee regarding the breakdown of a device.

**Step2:** The committee looks into the issue and recommends approval to the repair to the Principal.

**Step3:** The principal approves the maintenance work and issues work order.

**Step4:** The work is monitored by the Maintenance Committee or an employee nominated by the committee.

This policy envisions speedy and technically accurate maintenance of the electrical and electronic devices in order that the function to the best of their capacities and for the longest of their working conditions.

Policy Signed by



Director, IQAC

Co-Ordinator (IQAC)  
Maharashtra Mahavidyalaya,  
Nilanga-413521, Dist.Latur



Principal  
Maharashtra Mahavidyalaya  
Nilanga 413521 Dist Latur