INTERNAL QUALITY ASSURANCE CELL

POLICY & STANDARD OPERATING PROCEDURE FOR INSTITUTE MAINTENANCE

Document Number	:	IQAC/120/15
Document Name	:	Policy & Standard Operating Procedure for Institute Maintenance
Policy Category	:	IQAC Policy
Version Number	:	1.0
Effective Date	:	01 October 2026
Applicable to	:	Physical, academic and support facilities of the Institute
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Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The Institute has established procedures and policies for maintaining and utilizing physical, academic and support facilities, including laboratories, library, sports complex (Gymkhana), and computers. The facilities shall be maintained and utilized in accordance with institutional requirements and applicable norms.

2. Objectives

The objectives of the Maintenance Policy are to:

1. Ensure the proper, safe, and timely maintenance of all institutional infrastructure, buildings, laboratories, workshops, equipment, electrical systems, ICT facilities, and other physical assets.
2. Maintain campus facilities in a safe, functional, clean, and operative condition to support academic and administrative activities.
3. Establish a systematic preventive and corrective maintenance mechanism for institutional assets and facilities.
4. Minimise breakdowns, service interruptions, equipment downtime, and maintenance-related risks.
5. Ensure optimum utilization and protection of institutional resources and assets.
6. Establish clear responsibilities for reporting, monitoring, approval, execution, and verification of maintenance activities.
7. Ensure timely maintenance of laboratory equipment, workshop machinery, electrical installations, computers, networking systems, furniture, and other academic facilities.
8. Promote energy efficiency, resource conservation, cleanliness, safety, and sustainable maintenance practices.
9. Maintain proper maintenance records, service reports, inspection reports, and supporting documents for institutional reference and audit purposes.
10. Ensure continuous improvement in maintenance practices based on periodic review, feedback, and identified requirements.

3. Scope

This Policy applies to all academic, administrative, and support facilities of the Engineering Institute, including:

- Academic buildings and classrooms
- Laboratories and workshops
- Library and learning resource facilities
- Computer and ICT infrastructure
- Electrical installations and power backup systems
- Fire safety and emergency systems

- Roads, pathways, campus lighting, and other civil infrastructure
- Furniture, fixtures, and office equipment
- Garden, landscaping, and campus cleanliness

4. Policy Guidelines

1. The Institute shall follow a planned preventive and corrective maintenance system for all major infrastructure, equipment, and facilities.
2. Each Department/Section shall periodically identify maintenance requirements and submit them to the designated maintenance authority.
3. Preventive maintenance schedules shall be prepared for laboratories, workshops, electrical systems, ICT facilities, buildings, utilities, and other critical infrastructure.
4. Maintenance requirements shall be categorized based on urgency, safety, operational importance, and available resources.
5. Critical breakdowns affecting academic activities, laboratory work, safety, or essential services shall be attended to on a priority basis.
6. Laboratory and workshop equipment shall be maintained as per the manufacturer's recommendations, operating procedures, and safety requirements, wherever applicable.
7. Electrical, fire safety, structural, and other safety-critical systems shall be inspected and maintained periodically by competent/authorized personnel.
8. Maintenance work shall be carried out without unnecessarily disturbing academic, research, examination, and administrative activities.
9. Wherever external agencies or contractors are engaged, their work shall be monitored and verified by the designated Institute authority.
10. All maintenance activities shall be supported by appropriate work orders, service reports, inspection records, bills/invoices, photographs, and completion reports, wherever applicable.
11. Departments shall maintain an updated inventory/asset register and report damaged, non-functional, or obsolete assets for necessary action.
12. The Institute shall encourage energy-efficient, environmentally responsible, and cost-effective maintenance practices.
13. Safety precautions, personal protective equipment, and applicable statutory requirements shall be followed during maintenance activities.
14. Maintenance complaints/requests shall be recorded through the prescribed maintenance request/complaint mechanism and tracked until closure.
15. Completed maintenance work shall be inspected and verified by the designated authority before closure.
16. Periodic review of maintenance activities shall be undertaken to identify recurring problems and implement corrective and preventive measures.
17. Maintenance records shall be preserved systematically for IQAC review, internal/external audits, statutory compliance, and institutional planning.
18. The effectiveness of the Maintenance Policy shall be reviewed periodically and necessary improvements shall be incorporated.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide overall strategic direction and support for effective maintenance of the Institute.
- Approve major maintenance requirements and budgetary provisions, wherever applicable.
- Ensure availability of adequate resources for essential maintenance and safety requirements.
- Review the overall status of infrastructure and maintenance periodically.
- Ensure compliance with applicable statutory and safety requirements.

B. Dean IQAC

- Monitor the implementation of the Maintenance Policy at the institutional level.
- Review maintenance-related activities and records periodically.
- Ensure that maintenance practices support the Institute's quality objectives.
- Coordinate periodic review and improvement of the Maintenance Policy.
- Maintain/monitor documentation required for quality assurance and accreditation purposes.

C. Administrative / Maintenance Section

- Coordinate day-to-day maintenance activities of the Institute.
- Receive, record, prioritize, and process maintenance requests.
- Prepare preventive maintenance schedules for major facilities and systems.
- Coordinate with technical staff, service providers, and external agencies.
- Maintain maintenance registers, work orders, service reports, and completion records.
- Monitor timely completion of assigned maintenance work.
- Report major maintenance requirements to the competent authority.

D. Heads of Departments

- Identify maintenance requirements of their respective departments.
- Ensure proper use and care of departmental infrastructure and equipment.
- Report defective/non-functional equipment and facilities to the concerned authority.
- Ensure that laboratory and workshop equipment is maintained as per prescribed procedures.
- Monitor completion of maintenance work within the department.
- Maintain necessary departmental maintenance records.

E. Faculty Members / Laboratory In-charges

- Ensure proper operation and handling of equipment and facilities.
- Report faults, damages, and maintenance requirements promptly.
- Maintain laboratory/equipment maintenance records, wherever applicable.
- Ensure that students follow prescribed safety and operating procedures.
- Coordinate with technical/maintenance staff for repair and servicing.

F. Technical / Maintenance Staff

- Carry out inspection, preventive maintenance, troubleshooting, and minor repairs as assigned.
- Attend maintenance complaints within the prescribed time.
- Follow safety procedures while carrying out maintenance work.
- Maintain records of repairs, servicing, replacement of parts, and equipment condition.
- Report major defects requiring specialized services to the concerned authority.

G. Students

- Use institutional infrastructure, laboratory equipment, furniture, and other facilities responsibly.
- Follow prescribed safety and operating instructions.
- Immediately report any damage, malfunction, or unsafe condition to the concerned faculty/laboratory in-charge.
- Avoid misuse or unauthorized handling of institutional assets.

H. External Agencies / Contractors

- Carry out maintenance and servicing work as per approved specifications and timelines.
- Deploy competent and authorized personnel for specialized maintenance work.
- Follow institutional safety, security, and environmental requirements.
- Submit service reports, inspection certificates, warranties, and other relevant documents after completion of work.
- Rectify deficiencies identified during verification of completed work.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if mandated by statutory updates from the UGC, state government legislation, or directives from the Academic Council/Governing Body. Any amendment to this Policy shall be processed through the IQAC, becoming effective only after formal approval by the Director & Campus Director.

7. Annexures/Supporting Documents

1. All activities should be strictly carried out as per the Policy and SOP for Organization of Activities (Institute Level / Department Level) IQAC/120/11.
2. The IQAC shall issue additional guidelines, formats, templates, checklists, reporting formats, and other relevant documents from time to time, as required.

8. Standard Operating Procedure (SOP)

1. Laboratory

The Institute has well equipped laboratories as per norms of University & AICTE, Lonere. The laboratories are equipped with equipments, experimental kits etc. Exclusive computer laboratories are available in all departments with adequate hardware and software.

- The laboratories are allotted to faculty to take care of maintenance.
- The laboratory assistant updates dead stock register, consumable register, carrying out routine maintenance, maintaining discipline in laboratory.
- The maintenance of equipments is carried out twice in a year (before the start of odd and even semester) or as per requirement.
- The maintenance of equipment is carried out by the laboratory assistant as per directions given by faculty.
- The external maintenance agency is called for critical problems in equipment with prior permission of management.
- The meters, gauges are calibrated by external agencies.

2. Library

The Central Library is a proud resource which manages knowledge, both in print and digital format, ensures easy and anytime access to the scholarly resources and provides faculty members and students with all the support to collect, evaluate and manage information pertaining all the streams of Engineering.

It offers a range of services such as membership, anytime circulation, photocopying.

- The library is available to students from Monday to Saturday at 8.00 am to 6.00 p.m. and 8:00 am to 4:00 pm for Sunday, general holidays and in preparatory leave vacations.
- Library staff members are available for conducting day to day transaction of books and to maintain discipline. The software is available for search, indexing issue and return records of books.
- The books are arranged in the shelves from 000.00 to 999.99 as per Dewey decimal classification from top to bottom towards right.
- The Engineering books are arranged in 620-629 including Civil Engineering, Computer Engineering, Electronics and Telecommunication Engineering, Electrical Engineering, Mechanical Engineering and Applied Science.
- The Digital Library section has high configuration Computers to access the online journals and video lectures, e-journals and other e-resources.
- The reading section in the library is Wi-Fi enabled to provide wireless access to the Internet.

- Users are allowed to use their laptops in library.
- The reference books and journals are issued to students to read inside library only.
- Only one book will be issued to students on borrow card for a period of one week.
- The book bank is issued to students for one semester.
- Maximum five books will be issued to faculty for a semester and two books will be issued to technician/ administrative staff/ non teaching staff.
- The titles, volumes, number of national journals, e-journals, reading room seating arrangement, multimedia PCs for digital library/ internet surfing facility is available as per norms given by AICTE, New Delhi.

3. Gymkhana / Sports Complex

Institute has gymkhana equipped with kits for cricket, football, volleyball, table tennis, badminton, discuss throw, javelin throw, shot put, carom, chess, etc. It also has a modern gym.

- Gymkhana in charge and non teaching staff look after maintenance and utilization of equipments.

4. Computers

Central computer facility is available in the Institute.

- Computer maintenance is carried out regularly and non-repairable systems are disposed.

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