



AISSMS
INSTITUTE OF MANAGEMENT
CRAFTING VALUED CORPORATE PROFESSIONALS



MAINTENANCE POLICY DOCUMENT

The Institute has established standard operating procedures and policies to ensure proper maintenance and utilization of various physical, academic and support facilities including laboratory, library, sports complex, computers, classrooms etc.

I) Maintenance of Infrastructural Facilities:

- For civil, furniture, electrical etc. maintenance works of the campus a 'Site Engineer' is appointed by AISSM Society.
- For computer centre, language lab, computers and computer peripherals, maintenance is outsourced to external agency. However, minor problems are resolved at the Institute level by IT-Incharge, whereas, major problems are referred to external agency.
- For website hosting and annual maintenance of website, external agency is appointed.
- For library, a vendor for books is fixed.
- The play ground is maintained by staff appointed by AISSM Society.
- The gymnasium is looked after by the gymnasium instructor.
- For cleaning of campus, external housekeeping agency is appointed.
- The cleaning of classrooms, seminar hall, computer centre, language, administration office, faculty rooms, training and placement office, examination room, board room, IQAC etc. is done by non-teaching staff of the Institute.
- Fumigation of the campus is done by external agency for prevention of spread of diseases like dengue, malaria etc.
- For air conditioners, maintenance is outsourced to external agency.

- For water coolers, aquaguard etc. maintenance is outsourced to external agency.
- For CCTV, maintenance is outsourced to external agency.
- For lift, maintenance is outsourced to external agency.
- For firefighting equipments, maintenance is outsourced to external agency.
- For generator set, maintenance is outsourced to external agency.
- The campus has cafeteria which is outsourced on contractual basis by the AISSM Society.
- The garden is maintained by 'Gardner' appointed by AISSM Society.
- For security, external agency is appointed by AISSM Society.

II) Procedure for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc.

- Annual maintenance contract (AMC) is given for maintenance of Computers, Printers, Photocopy Machine, CCTV Cameras, Air-Conditioner, Water coolers/filters, Lift, Fire Extinguishers, Generator, Fumigation, cleaning etc.
- A vendor is fixed for maintenance of books in library.
- Vendor is fixed for repairing of sports material.
- The Lab In-charge or the concerned teacher/staff maintain the record of equipment, any other material and furniture.
- For computers Minor Repairs are done by Lab In-charge and Major repairs are done from approved AMC vendor.
- Regular visit of AMC vendors are there for all the equipment's.
- For Major Repair and replacements of equipment's report from the concern vendors are taken and report is forwarded to society office for permission. After the approval from society office the work is been done.
- Maintenance and repair of Library and sports related material is done through regular approved vendor.

III) Procedural Steps followed for Computers, Printers and Peripherals:

Step 1: Nonfunctioning of Computer and Peripherals are communicated by concerned user to Lab In-charge.

Step 2: Device is inspected by the Lab In-Charge.

Step 3: Report regarding same is updated to Computer In-Charge.

Step 4: In case of Minor issues, it is done by Lab In-Charge

Step 5: In case of Major issues, AMC vendor is communicated for the same.

Step 6: In Case of Major repair and replacement, report is collected from AMC Vendor.

Step 7: Major repair report is send to society office for approval of expenses.

Step 8: After approval work is done for the same.

IV) Procedural Steps followed Other Equipment's:

Step 1: Nonfunctioning other Equipment's are communicated to staff In-charge.

Step 2: Staff In-Charge report to AMC vendor.

Step 3: In case of issues, the repair work is done by AMC vendor.

Step 4: In Case replacement, report is collected from AMC Vendor.

Step 5: Major repair report is send to society office for approval of expenses.

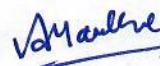
Step 6: After approval work is done for the same.



Prof Archana Raut
IT In-Charge



Prof Sunil Goud
Infrastructure In-Charge



Dr Abhijit Mancharkar
Director

