



SIDDHARTHA
ACADEMY OF HIGHER EDUCATION
An Institution **DEEMED TO BE UNIVERSITY**
(Under Section 3 of UGC Act, 1956)

Maintenance Policy

MAINTENANCE OF INFRASTRUCTURAL FACILITIES

MAINTENANCE SECTION:

There is a centralized maintenance section which is headed by a Maintenance engineer and supported by skilled technicians. This section takes care of maintenance of infrastructural facilities which includes plumbing works, electrical, carpentry, masonry and sewage works. The section receives maintenance requirements from the departments and other central facilities and undertakes the necessary work following internal operating procedures under the directions given by the concerned head of the department.

1. INFRASTRUCTURAL MAINTENANCE:

Infrastructural maintenance includes maintenance of buildings, furniture and electrical facilities.

- Maintenance of the water pipe lines, sanitary fittings and minor masonry works are carried out following the internal operating procedure.
- The Department of Mechanical Engineering maintains the central workshop facility which provides the required carpentry services including fabrication of cabinets, desks, counter tops and the installation of doors and windows.
- Maintenance of electrical equipment such as Generator, UPS, and Batteries periodically and the condition / Status of equipment are entered in the Log Book. The suppliers/service providers are approached in case of any major fault.
- The general electrical maintenance works like lighting, fans and motors in the campus are carried out following the internal operating procedure.
- Any major maintenance works related to infrastructure are executed by external people on contract basis.

2. MAINTENANCE OF IT FACILITIES:

- Maintenance of computing facilities is taken care by the hardware technicians of Computer Science and Engineering department under the direction of HOD, CSE dept.
- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with Network administrator.
- Any issues/problems related to cabling/ testing of wired network and Wi-Fi will be attended by the Hardware Technicians from Computer Science department.
- Fiber Optic cable issues will be taken care by the external agency NetLinx.
- Any up gradations or modification of the existing Network Model will be carried out by inviting quotations from external agencies following central purchase procedure.
- Issues related to Telephone & intercom will be serviced by the technician from ECE department.
- Any major maintenance works related to IT infrastructure are executed by external people on contract basis.

3. ACADEMIC FACILITIES MAINTENANCE

- Every Department has a faculty in-charge who will periodically check the condition of class room/laboratory amenities like benches, chairs, black boards, fans, lights and LCD's. The in charge will resolve the problem following the internal operating procedure.
- Equipment in the laboratories is maintained regularly without disturbance to the academic schedules. The in-house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Computers and software in the laboratories are maintained by system/network administrators in each department.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

4. MAINTENANCE OF SUPPORTING FACILITIES:

- Adequate man power is employed to maintain cleanliness of the campus so as to provide a congenial learning environment. Classrooms, Staff rooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly. Wash rooms and rest rooms are well maintained.
- The Green Cover of the campus is well maintained by full time gardeners.
- The campus security is monitored through surveillance Cameras and is maintained by supplier under AMC.
- The college reprographic facilities are maintained under AMC.

INTERNAL OPERATING PROCEDURE:

- Any problem that persist in a department is represented to the maintenance incharge through a letter/mail
- The incharge deputs a skilled person/technician to attend the problem
- The skilled person will resolve the problem within 24 hrs, if no additional material is required.
- If there is material requirement, he will list the same and submit indent to stores
- If material is readily available in the stores, it is utilized to resolve the problem immediately
- If material is to be procured, permission is to be obtained from the maintenance in charge / Head of the Institution and arrange for procurement of material to resolve the problem.

— K. S. Chetty
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Registrar
Siddhartha Academy of Higher Education
(Deemed to be University)
Vijayawada - 520 007