



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA



Infrastructure Manual & Maintenance Policy

ISI - 2, Poornima Marg, Sitapura, Jaipur, Rajasthan 302022



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

Infrastructure Manual & Maintenance Policy

Maintenance Policy Statement: The objective of PIET's maintenance policy is to ensure the efficient maintenance, handling, and administration of a range of assets, services, and facilities, such as buildings, internal roads, and gardens, trees on campus, computers, seminar halls, equipment, and labs, among other things.

Maintenance Objectives:

The overall objective of the PIET maintenance committee is to maintain throughout its expected useful life, the interiors and exteriors of the College buildings, grounds and roads, as well as all fixed and mobile equipment through preventative maintenance and repair.

Furthermore, the following is the precise purpose of the Maintenance objective:

1. Structures and the parts within them must be used safely and as efficiently as possible.
2. Every equipment and facility must reduce the risk of accidents, fires, and other safety hazards.
3. Uninterrupted use of the facilities for all program academic purposes at all times.
4. Preventive maintenance, appropriate scheduling, and planning are used to safeguard the college's infrastructure.
5. With prior permission from management, manage the time and quality of maintenance tasks all year long.
6. Energy conservation through the use of cutting-edge technology and energy-saving techniques.
7. To maintain the Central Library's print and digital resources organized.
8. To maintain faculty rooms, seminar halls, and classrooms equipped with ICT up to date and in good order.
9. In order to ensure that the campus's CCTV cameras and IT network are maintained properly.

Maintenance Activities:

The institute carries out the following tasks to maintain and care for the PIET campus's infrastructure, furnishings, and tools.

- The College buildings are maintained by the Estate supervisor and his team and it is monitored by the admin office.
- The electrical work and plumbing installations are maintained by the maintenance committee and supervised by the administrative office.
- The lab in-charge and technical assistant of the concerned laboratory maintains the stock register under the supervision of the department head.
- Each department conducts an annual stock audit through a committee appointed by the director.
- Routine maintenance of laboratory equipment and chemicals is carried out by the laboratory responsible for the laboratory In-charge.
- The general cleanliness of the campus is ensured by the housekeeping staff under the supervision of the supervisor.
- Regular water tank cleaning, proper waste disposal, pest control, landscaping and lawn care are carried out by Institute administration and horticulture staff under supervision of the supervisor.
- Institute campus maintenance is monitored through regular inspections under the supervision of supervisor.
- Outsourcing can be used, wherever necessary, to maintain and repair IT infrastructure such as computers, internet equipment including Wi-Fi and broadband, software updates software by computer hardware lab assistant and system admin.
- Maintenance of the reading room and checking of the library's book stock are regularly carried out by library staff under the supervision of the Library committee.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

Maintenance Procedure:

- Any problems occurring in the department are reported to the maintenance manager through the requisition register.
- The maintenance supervisor depute a skilled person/technician to resolve the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, it is received from the central store through proper requisition form.
- If materials must be obtained from outside, permission from the director must be obtained with recommendation from the maintenance supervisor.
- Annual stock verification is carried out every year and collects the condition of furniture, laboratory equipment, stationery, IT facilities, library, sports equipment and all other assets.
- All the items usable are accordingly repaired and maintained under the supervision of maintenance supervisor.
- While purchasing any new equipment, the terms and conditions are verified by the store/ expert faculty/director/ technician are also taken into consideration before deciding the vendor for the purchase.

ACADEMIC FACILITIE

a) Class Rooms:

- Every department Head, who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The Head of department resolve the problem through the director following the internal operating procedure.

b) Laboratories:

- The maintenance and repair of Computer systems or equipment is carried out by the respective departments with the help of technical assistants as well as external agencies, if required.
- Every department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department lab assistant who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.

c) Library:

- The maintenance of library is taken care by Librarian and the supporting staff.
- Internal periodic audits are carried out in the library for maintaining wellness of the books.
- Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

- Library committee is vested with responsibility of scheduling and coordinating all the maintenance activities of the library.

Computer and ICT Facilities

- All computers from all the departments have been connected by LAN. The IT systems section maintains the firewall, LAN connectivity, Campus Wi-Fi, CCTV and internet connectivity throughout the institute.
- Maintenance of computer systems is carried out by the IT System and Lab assistants of the respective department.
- If the department is not able to resolve the issue, the problem is referred to technician.
- In case the maintenance problem persists, the same is referred to the outside vendor in consultation with the principal/director.
- The functioning of college intranet and internet facility is monitored and maintained by the hardware technicians in association with system admin
- Fiber Optic cable issues (if any) are maintained with the support from vendor.
- Any upgradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

Maintenance of Infrastructure (Building):

- Building maintenance includes construction work or modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for building structures. It will monitor maintenance supervisor, cleaning of water tanks, and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements within the campus.
- Annual inspection is carried out for Fire Safety by the Fire Service Department and issues fire safety certificate.

Electrical Systems Maintenance:

- Regularly monitoring of electrical systems such as tube lights, fans, DG set energy backup system, solar energy illumination system, UPS, and batteries is carried out and its status is communicated to the admin office.
- The suppliers/service providers are approached in case of any major fault.
- Major electrical equipment is covered under Warrantee 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.

Furniture Maintenance:

- Institutional furniture maintenance consists of customized fabrication of cabinets, tables, faculty seating arrangements, desks, counter tops, installation of doors and windows.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

- The requirements are given to the store through internal requisition form (IMO)
- The procedures are followed for maintaining the furniture in the institution under the supervision of Estate supervisor and Admin office

SPORTS AND GAMES FACILITIES:

- 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 student welfare Director with the help of supporting staff.
- The requirements are given to the store through internal requisition form (IMO).
- The procedures are followed for maintaining the sports equipment in the institution under the supervision of sports director and Admin office.

OTHER FACILITIES:

- The drinking water facility, RO plant, which provides 24 X 7 drinking water facility, is maintained with regularly testing of the quality of water.
- Admin office is to monitor the drinking water facility and RO plant with the help of maintenance Supervisor.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labour.
- The campus security is monitored by the IT team through surveillance Cameras and is maintained by a supplier under AMC.
- The Campus has Canteen facility where subsidized food is provided to faculty, staff and students.
- The maintenance of the canteen is the responsibility of canteen contractor under the supervision of food committee and admin office.

The PIET shall continuously review and update the approved policy and is committed for its implementation. The updated policy is transparently available on institute website.

MAINTENANCE COMMITTEE

Functions:

- To establish regular maintenance of the building and the equipment of the institute.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular maintenance in the institute on daily basis.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipment and office accessories.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

Responsibilities:

- To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work
- To plan staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.
- For the issues related maintenance, a complaint register is kept at central hall in which complaint enters and the complaint is resolved on daily basis and its stock is taken daily.
- Those objections which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meeting every month to get budget allocated

To maintain all these resources in an effective and efficient manner we do have a Maintenance Committee. The list of committee members are listed below

S.No.	Designation	Responsibility
1.	Principal	Convenor
2.	Registrar	Co- Convenor
3.	HoD – Civil Engineering	Coordinator of Infrastructure
4.	Professor	Coordinator Civil Engineering Lab
5.	HoD- Computer Engineering	Coordinator of IT Infra Coordinator
6.	Asst. Professor	Coordinator of ICT
7..	Asst. Professor	Coordinator of Computer Engineering Lab
8.	HoD – First Year	Coordinator of all First Year Lab
	HoD – AI & DS	Coordinator of all AI & DS Lab
9.	Asst. Professor	Electrical Maintenance Coordinator
10.	Chief Librarian	Library Coordinator
11.	Director Students Welfare	Hostel & Canteen Maintenance
12.	Associate Professor	Women's and Grievance cell co-coordinator
13.	Campus In-Charge (House Keeping)	Maintenance Supervisor
