

Maintenance Policy

1) Introduction

The Institute has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. This document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of existing infrastructure facilities.

2) Maintenance of Physical Facilities

Infrastructure coordinator shall look after the maintenance of physical infrastructural facilities. The services of plumbers, electricians, gardener, carpenter and computer technician are available in the campus. Support staff of the institute do the day-to-day cleaning and maintenance work.

Housekeeping services are outsourced on annual contract basis and are made available during day time in all days. The Housekeeping Supervisor monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities etc.

The Institute's campus is under 24/7 CCTV surveillance. Security guards are appointed in two shifts round the clock to maintain the security of the entire campus. For security, external agency is appointed by the Zeal Education Society.

3) Maintenance of Classrooms, Furniture

Classrooms with furniture, teaching aids are maintained by the respective department staff and attendants and supervised by the class coordinator. Emergency maintenance repairs are attended on priority basis. The Institute prepares daily time-table for the class-rooms, laboratories, tutorial room and other physical facilities, where the appropriate utilization of the available physical infrastructure is planned and executed.

4) Maintenance and Utilization of Library and Library Resources

The library staff is taking care and handling the library books, journals and other learning resources; particularly processing, shelving and conveyance of documents. By the housekeeping staff members cleaning done regularly and carefully. Library Software Maintenance: The Library Automation Software "Autolib" is maintained on regular basis by Akash Infotech.

5) Maintenance and Utilization of Seminar Halls

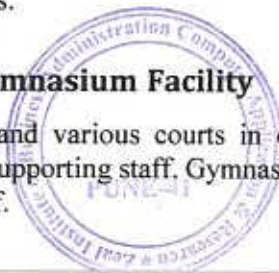
Effective utilization of seminar halls for organizing academic meetings, seminars, conferences and cultural events is made. For accessing the facilities, the organizing faculty/staff member submits the requirement through the email and hall is made available on the date of event on priority basis. Seminar halls cleanliness is taken care of by the housekeeping team.

6) Maintenance of Computer and Accessories

The college has adequate number of the computers with internet connections. Computer maintenance and peripheral repairs, replacements are either carried by technical support staff or by the outsourced suppliers.

7) Maintenance of Sports and Gymnasium Facility

The sports equipments, ground and various courts in campus are supervised by the Physical Director and maintained by the supporting staff. Gymnasium equipments are maintained by the gym instructor and supporting staff.





8) Maintenance of other amenities

Air conditioners, water coolers, aqua guard, Lift, Firefighting equipments, CCTV, ERP maintenance is outsourced to the external agency.


9) Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the respective supportive staff.

Guidelines for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of supportive staff
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.




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Infrastructure Maintenance Flow Chart

