



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.



Standard Operating Procedure for MAINTENANCE DIVISION ISSUES

Approved in the Governing body meeting held on **April 8, 2013**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Kalitheerthalkuppam, Puducherry - 605107.

Ref. No.: MIT/Notification/2012-13/07

Date:11.04.2013

NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 8, 2013, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Maintenance Cell.

The SOP for Maintenance Cell would serve as detailed guideline to be observed and followed with immediate effect.



Dr.S.Malarkkan

[Handwritten Signature]
Principal 11.4.13

PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY,
KALITHEERTHAL KUPPAM,
PUDUCHERRY - 605 107

PREFACE

Preventive maintenance and Need based maintenance are required for any system to function smoothly so that, the intended outcome can be achieved through efficient utilization of resources.

In our campus, a team of staff members coordinated by respective in-charges would actively, involve in various maintenance tasks such as, Civil related maintenance, Carpentry maintenance, Electrical maintenance, Welding maintenance, Air conditioning maintenance, Garden maintenance, Classroom and laboratory maintenance, Housekeeping and Security services. The Campus Maintenance Head would ensure the accomplishment of all the maintenance activities in the campus, through guiding and directing the staff and the respective in-charges.

In addition to this, there is an Institution maintenance cell coordinated by a Senior Faculty member with members from each department in our institution to take care of reporting of maintenance requirements / accomplishment and initiate follow ups, if required.

OBJECTIVES

The objectives of the Maintenance Division of MVIT are:

- To maintain the Institute's infrastructure in good condition.
- To ensure regular maintenance of the facilities such as water tanks, sumps, plumbing and electrical fittings, furnitures etc.,
- To fulfill and upgrade the infrastructure based on need and requirements.
- To maximize energy efficiency by periodically attending the Electrical / Electronic units (Air Conditioners / Battery / accessories / Solar panels), that requires regular maintenance.
- To monitor energy consumption of various units and take appropriate measures to avoid wastage of energy.

RESPONSIBILITIES OF MAINTENANCE DIVISION

- Civil related maintenance of college building, Hostel buildings such as civil repairing work, Plumbing work, Air conditioner repairing work, Electrical repairing work, Furniture repairing work etc. would be taken care by the maintenance team.
- Maintaining the cleanliness in the various area of the Building including common facilities, rest rooms, Canteen, academic (Classroom / Laboratory Floor) area and pathways (roads) in the campus by Housekeeping team.
- Maintenance of Garden and Landscape area by Garden maintenance team.
- Ensuring safety and security through well trained security guards posted at vulnerable points within the Institute's premises.

MAINTENANCE PROCEDURES

- Lift facilities available in the college would maintained by the respective servicing company under Annual Maintenance contract. For UPS in all the floors, RO Water system, Solar power generation units, etc., preventive maintenance would be carried out on monthly basis.
- Lab equipment maintenance, Computer maintenance would be carried out by our supporting staff (Lab Technicians / system administrator / Electrician) by submitting requisition letter to Principal through their respective HODs. This maintenance would be done by our staff (lab in-charge) with their own expertise or through outsourcing.
- The Building maintenance work such as Civil work, Plumbing work, Tank cleaning work, Furniture repairing work would be carried out periodically (Weekly/Monthly) by the respective team.
- All the common maintenance works on need basis would be carried out, through our Campus maintenance Division.
- In the instructional areas (class rooms / laboratory) of each department, as preventive measures the non teaching staff would identify the maintenance requirement and submit the requisition to the Principal through HOD before starting of the academic sessions during each semester.
- Principal would direct the Maintenance request to the Integrated Campus maintenance division through the Administrative officer of Manakula Vinayagar Institute of Technology.

- The request would be registered in the campus Complaint portal [intercom no.2525] and the respective in charges would be notified immediately.
- The respective maintenance in-charges would assign the maintenance staff to attend the complaint based on need and priority.
- The Non teaching staff would inspect the cleanliness of the instructional areas, condition of Furniture, ICT equipments and other facilities in the instructional areas and report the same to the Maintenance cell coordinator of their respective department.
- Monthly meeting with all the members of the maintenance cell would be conducted to review the status /accomplishment of the maintenance activities.

FREQUENCY OF MAINTENANCE

S.No	Maintenance Activity	Frequency of Maintenance
1	Civil repairing work	Once in 3 months / need basis
2	Plumbing repairing work	Daily
3	Air conditioner repairing work	Once in a month / need basis
4	Electrical work	Daily
5	Furniture repairing work	Once in every Semester / need basis
6	Cleanliness in the various area of the Building including common facilities, rest rooms, Canteen, academic area and pathways (roads) in the campus	Daily
7	Maintaining Garden and Landscape area	Once in a month
8	Maintenance of Water tanks and sumps	Once in a month

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

1. Ensuring a conducive environment for its stakeholders (students / staff – Teaching & Non Teaching)
2. Helping in preserving resources for optimized utility through proper maintenance
3. Protecting the infrastructure and preserving the ambience of the Institution.

Sd/-

Dr. S.Malarkkan

Principal



MIT-Manakula Vinayagar
Institute of Technology

