



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY



(An Autonomous Institution)

Kalitheerthalkuppam, Puducherry - 605107

Ph: 0413 2643007 Website : mvit.edu.in

Standard Operating Procedure for MAINTENANCE CELL

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)



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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on August 21, 2024, it is hereby notified that Manakula Vinayagar Institute of Technology has published the updated Standard Operating Procedure (SOP) for Maintenance Cell.

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



Dr.S. Malarkkan


Principal
PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
KALITHEERTHALKUPPAM
PUDUCHERRY-605 107

PREFACE

Preventive and need-based maintenance are pivotal for ensuring the seamless operation of any system, crucial for achieving optimal outcomes through the efficient and strategic utilization of resources. At our campus, this principle is embodied by a committed team of staff members who, under the direction of specialized in-charges, manage a broad spectrum of maintenance activities. This comprehensive approach encompasses civil maintenance to address structural issues; carpentry for the repair and upkeep of wooden elements; electrical repairs to ensure the safe and effective functioning of our electrical systems.

Additionally, our maintenance strategy includes welding services for metal repairs, air conditioning upkeep to maintain a comfortable environment, and garden care to preserve the aesthetic and health of our outdoor spaces. Classroom and laboratory maintenance ensures that essential learning environments remain in optimal condition, while housekeeping services uphold cleanliness and hygiene across the campus. Security services are provided to maintain a safe and secure campus environment.

The Head of the Institution plays a critical role in overseeing these maintenance operations, providing essential guidance and supervision. This role involves ensuring that all maintenance tasks are executed with precision and efficiency, coordinating between different teams, managing resources effectively, and addressing any issues that arise. Through this structured and proactive approach to maintenance, we aim to sustain a well-functioning, safe, and conducive environment that supports the educational and operational goals of the institution.

OBJECTIVES

The Maintenance Division of MVIT has the following objectives:

1. To maintain the Institute's infrastructure in excellent condition.
2. To ensure regular upkeep of facilities, including water tanks, sumps, plumbing systems, electrical fittings, and furniture.
3. To address and upgrade infrastructure based on evolving needs and requirements.
4. To enhance energy efficiency by conducting periodic servicing of electrical and electronic units (such as air conditioners, batteries, accessories, and solar panels).
5. To monitor, manage energy consumption across various units and implementing measures to prevent wastage.

RESPONSIBILITIES OF MAINTENANCE DIVISION

- **Civil Repairs:** Management of civil repairs, including plumbing, air conditioning, electrical repairs, and furniture repairs in college and hostel buildings.
- **Housekeeping:** Ensuring cleanliness across various building areas, including common facilities, restrooms, canteen, academic areas (classrooms/laboratories), and pathways.
- **Garden Maintenance:** Overseeing the upkeep of garden and landscape areas.
- **Security:** Deployment of trained security guards at critical points within the Institute's premises to ensure safety.

MAINTENANCE PROCEDURES

1. **Lift Facilities:** Lift facilities on campus are maintained under an Annual Maintenance Contract with the designated servicing company. Preventive maintenance for UPS systems on all floors, RO water systems, solar power generation units, and other critical infrastructure is conducted on monthly basis to ensure their optimal performance.
2. **Lab and Computer Equipment:** Maintenance of laboratory equipment and computers is managed by our supporting staff, including lab technicians, system administrators, and electricians. Requests for maintenance are submitted via a requisition letter to the Principal through the respective Heads of Departments (HODs). Maintenance tasks may be performed by in-house staff or outsourced to specialized service providers as needed.
3. **Building Maintenance:** Routine building maintenance, encompassing civil repairs, plumbing, tank cleaning, and furniture repairs, is carried out periodically

on a weekly or monthly basis by designated maintenance teams. This ensures the upkeep of campus infrastructure and facilities.

4. **Common Maintenance Tasks:** Common maintenance issues identified on need basis are addressed by the Campus Maintenance Division. This ensures that urgent or non-routine maintenance needs are handled promptly.
5. **Preventive Maintenance in Instructional Areas:** To prevent issues in instructional areas such as classrooms and laboratories, non-teaching staff identify and report maintenance needs before the start of each academic semester. Requisitions are submitted to the Principal through the respective HODs to facilitate timely intervention.
6. **Maintenance Request Handling:** The Principal forwards maintenance requests to the Integrated Campus Maintenance Division through the Administrative Officer of Manakula Vinayagar Institute of Technology. Requests are registered in the campus Complaint Portal [intercom no. 2525], and notifications are sent to the relevant maintenance in-charges.
7. **Assignment and Priority Management:** Maintenance in-charges assign tasks to staff based on the urgency and priority of the complaints received. This ensures that maintenance issues are addressed efficiently and effectively.
8. **Inspection and Reporting:** Non-teaching staff conduct inspections of instructional areas, evaluating the cleanliness, condition of furniture, ICT equipment, and other facilities. Findings are reported to the Maintenance Cell Coordinator of their respective departments.
9. **Monthly Review Meetings:** A monthly meeting is held with all members of the maintenance cell to review the status and accomplishments of maintenance activities. This forum provides an opportunity to assess progress, address any ongoing issues, and plan for future maintenance needs.

FREQUENCY OF MAINTENANCE

S.No	Maintenance Activity	Frequency of Maintenance
1	Civil Repairs	Quarterly / Need Basis
2	Plumbing Repairs	Daily
3	Air Conditioner Servicing	Monthly / Need Basis
4	Electrical Maintenance	Daily
5	Furniture Repairs	Once in every Semester / Need Basis

6	Building Cleanliness	Daily
7	Garden and Landscape Maintenance	Monthly
8	Water Tanks and Sumps Maintenance	Monthly
9	Xerox Machine Servicing	Quarterly / Need Basis
10	Lift Servicing	Annual Maintenance / Need Basis

In the view of above, Manakula Vinayagar Institute of Technology, Puducherry, is committed to:

1. Providing a conducive environment for all stakeholders (students, teaching, and non-teaching staff).
2. Enhancing resource efficiency through diligent maintenance practices.
3. Protecting and preserving the Institute's infrastructure and ambiance.

Sd/-
Dr.S.Malarkkan
Principal



MIT-Manakula Vinayagar
Institute of Technology

