

FINOLEX ACADEMY OF MANAGEMENT AND TECHNOLOGY

CIRCULAR

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PROCEDURE FOR MAINTENANCE OF FACILITIES

A) The maintenance work has been categorized as under-

- 1) Preventive Maintenance
- 2) Scheduled Maintenance
- 3) Break down Maintenance

PREVENTIVE MAINTENANCE	SCHEDULED MAINTENANCE	BREAKDOWN MAINTENANCE
Grass cutting machine	Air Conditioner units	Pump Repairing & Servicing
Generator	Pest Control For canteen	Cooler repairing & Cleaning
Inverter Batteries	Water Tank Cleaning	Fan rewinding work
Painting work	Fire Hydrant system & cylinders	Street Light repairing
Solar system	Hostel cleaning work	EPABX System
Electrical, Mechanical, chemical Appliances	Campus Cleaning work	Fan, Tube fitting
Terrance cleaning	Lift Maintenance	Plumbing work for gardening

Above mentioned maintenance work is done by following procedure

1. Preventive or breakdown maintenance work will be proposed by H.O.D. Construction & maintenance or will be directed by Principal and Registrar.
2. After sanctioned by Registrar & Principal, work will be executed or required item will be purchased.
3. If required, the proposal is sent to management for approval, copy of that will be kept with department.
4. After approval, purchase/ work order will be issued to respective vendor.
5. Work will be executed by maintenance staff/ outside vendor
6. Bill or invoice will be signed with remarks after execution of satisfactory work.

Institute has established transparent and robust procedure for the utilization and maintenance of all physical, academic and support facilities and is well communicated among all the staff members. Two separate departments viz. Construction and Maintenance Department and Systems Department has been created for civil, electrical and computers and related infrastructure respectively. The detailed procedure for both the departments is as follows:



B) Regular Maintenance:

1) FOR CLASSROOM

- The query is generated by any of the concerned faculty/ staff or student.
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned H.O.D. before forwarded to the construction & maintenance department.
- Complaint form will be made available at every department – in H.O.D. Room
- Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
- Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
- If material is needed to be purchase for classroom purchase procedure will be done by construction & maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.

2) FOR LABORATORIES

- The query is generated by any of the concerned faculty/ staff or student
 - Accordingly, complaint form is prepared specifying complaint narration.
 - Availability of resource or complaint is verified by the concerned H.O.D. Before forwarded to the construction & maintenance department.
 - Complaint form will be made available at every department – in H.O.D. Room
 - Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
 - Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
 - After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

 - If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
 - If material is needed to be purchase for laboratories purchase procedure will be done by construction & maintenance department. For laboratories detailed
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- specification with remark will be given on complaint form and return it to the concern department.
- Department lab assistant will take approval from Registrar & principal & again submit it to construction maintenance department.
 - It becomes duty of the person who has generated the query to take care of the belongings.

3) FOR LIBRARY:

- The query is generated by any of the concerned Library staff
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned Librarian. Before forwarded to the construction & maintenance department.
- Complaint form will be made available at Library
- Complaint form will be submitted to the Construction & Maintenance department, the same will be entered in complaint register.
- Maintenance staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. Construction & Maintenance Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by Librarian and lastly complaint register is updated for future reference.
- If complaint is not resolved due to material requirement, remark will be given by construction & Maintenance department and after the purchase of material complaint will be solved.
- If material is needed to be purchase for library maintenance purchase procedure will be done by Library.
- For Library Maintenance detailed specification with remark will be given by construction & maintenance department on complaint form and return it to the library.
- Library attendant will take approval from Registrar & principal & again submit it to construction maintenance department.
- Further procedure will be completed by construction & maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.

4) FOR SYSTEM DEPARTMENT

The institute is having adequate number of well-maintained computers and connected to each other by LAN facility. All required facilities like printers, projectors and scanners are also available in sufficient numbers. These facilities are made available as per need to Departments & students. These facilities are also made available for online examination of various government and non-government organizations. The



same is taken care by systems Department. Procedure for maintenance will be as such -

- The query is generated by any of the concerned faculty / staff
- Accordingly, complaint form is prepared specifying complaint narration.
- Availability of resource or complaint is verified by the concerned H.O.D. Before forwarded to the System department.
- Complaint form will be made available at every department – in H.O.D. Room
- Complaint form will be submitted to the System department, the same will be entered in complaint register.
- System Department staff will attend the pending complaint based on previous unattended complaints in queue or priority of complaint and finally will be decided by H.O.D. System Department.
- After attending complaint, if problem is solved then a complaint form is attached in the 'Complaint Form File' with duly sign by concern H.O.D. of the department and lastly complaint register is updated for future reference.

- If complaint is not resolved due to material requirement, remark will be given and after the purchase of material complaint will be solved.
- If material is needed to be purchase for laboratories or other departments it will be attached in Indent by concern department only, detailed specification with remark will be given by system department on complaint form and return it to the concern department.
- Department lab assistant will take approval from Registrar & principal & again submit it to construction maintenance department.
- It becomes duty of the person who has generated the query to take care of the belongings.
- After purchase of material and solved problem GIN & Bill procedure will be completed by lab assistant of department.
- Record of maintenance will be entered in appropriate register by department lab assistant.

5) FOR SPORTS MATERIAL

- Sports department consist of Mainly sports in charge & sports assistant
 - Sports material stock is maintained by sports assistant
 - Issuing & return of material is maintained in register by sports assistant with prior permission from sports in charge
 - Stock is maintained every year with damage nos.
 - It is recorded in consumable register by sports assistant
 - Some sports material is transferred to hostel for hostellers with prior permission from principal
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C) Maintenance of facilities:

- Every In-charge regularly checks the resource available in their custody and verifies its working condition.
- Accordingly report of non-working material is communicated to the respective authority.
- It is forwarded to the Infrastructure In-charge.
- Maintenance In-charge compiles all the complaints and segregates them in urgent and annual maintenance categories.
The follow up of the urgent maintenance equipment or resources is taken immediately after the approval of the concerned authority

All mentioned physical facilities are supported by continuous electrical supply with generator set of adequate power. The gen-set and all supporting activities are well maintained for undisturbed performance.

Institute has established solid waste food treatment plant in the campus for the treatment of solid waste and this is reused for gardening purpose which maintains the greenery in the campus

- D) To reduce the documentation work, the registers are maintained in C&M Department wherein the concerned faculty/staff/student can entry the requisite problem/complaint and accordingly, it is resolved, and signature is obtained for completion of the query.**

Registrar


Principal

CC:- All Deans/ All HoDs – for circulation among faculty and staff / Library/
C&M Department Exam/ Office / Notice Board /file.