



Maintenance Policy

This policy establishes a systematic framework for maintaining institutional infrastructure, laboratories, workshops, classrooms, utilities and equipment to ensure safety, reliability, statutory compliance and uninterrupted academic activities.

1. Scope

This policy applies to all academic departments, laboratories, workshops, classrooms, library, administrative offices, hostels, electrical systems, water supply, HVAC systems, ICT infrastructure, research laboratories and other physical assets of the institution.

2. Policy Statement

The institution is committed to maintaining all facilities and equipment in a safe, reliable and operational condition through planned preventive maintenance, timely corrective actions, periodic inspections and continual monitoring.

3. Objectives

- ◆ Ensure safety and compliance with statutory regulations.
- ◆ Maintain operational efficiency of equipment and facilities.
- ◆ Minimize equipment downtime and support uninterrupted teaching-learning and research activities.
- ◆ Extend the useful life of institutional assets.
- ◆ Promote safe laboratory practices.
- ◆ Maintain records for quality assurance and accreditation requirements.

4. Roles and Responsibilities

- ◆ Maintenance Department: Carry out preventive and corrective maintenance, maintain central maintenance records and coordinate with external service providers.
- ◆ Laboratory In-charge / Faculty Coordinator: Monitor the condition and proper utilization of laboratory equipment, prepare and implement preventive maintenance schedules, report equipment failures, ensure calibration of instruments wherever applicable and ensure compliance with laboratory safety practices.
- ◆ Laboratory Technician: Inspect equipment regularly, record faults, assist in maintenance and calibration activities and maintain the laboratory maintenance register.
- ◆ Administration: Approve budgets, Annual Maintenance Contracts (AMCs) and major repairs, and oversee implementation of the policy.
- ◆ Students / Users: Use equipment responsibly, follow laboratory safety instructions and report equipment faults immediately.

5. Maintenance Procedures

Preventive Maintenance

- ◆ Laboratory equipment inspection – Monthly
- ◆ Electrical systems, UPS and generators – Quarterly
- ◆ Fire extinguishers and safety equipment – Half-yearly
- ◆ Building and furniture inspection – Half-yearly
- ◆ Calibration of measuring instruments – Annually or as recommended by the manufacturer through authorized agencies, wherever applicable.



Corrective Maintenance

- ◆ All maintenance complaints shall be recorded and attended promptly.
- ◆ Critical failures affecting safety shall receive immediate attention.
- ◆ Equipment shall be tested before being returned to service.

Emergency Maintenance

- ◆ Immediate response for electrical hazards, fire safety issues and water leakage.
- ◆ Laboratory equipment failures affecting academic activities should normally be addressed within 24 hours.

6. Annual Maintenance Contracts (AMC)

Equipment covered under AMC shall be serviced according to the agreement. Service reports and AMC records shall be maintained by the concerned department.

7. Documentation

The following records shall be maintained by the concerned department:

- ◆ Maintenance Register (including preventive and corrective maintenance records)
- ◆ Equipment / Asset Register
- ◆ Calibration Records (where applicable)
- ◆ AMC / Service Records (where applicable)

8. Safety

- ◆ Use appropriate Personal Protective Equipment (PPE) during maintenance.
- ◆ Follow safe electrical isolation procedures wherever applicable.
- ◆ Maintain first-aid kits, fire extinguishers and emergency exits.
- ◆ Conduct periodic safety awareness programmes and emergency response drills.

9. Implementation Checklist

- ◆ Infrastructure: Building, furniture, lighting, ventilation and housekeeping.
- ◆ Electrical Systems: Wiring, earthing, switches, UPS and generators.
- ◆ Laboratory Equipment: Working condition, calibration status, consumables and safety guards.
- ◆ Documentation: Stock records, maintenance records, calibration certificates and AMC records.
- ◆ Safety: Fire extinguishers, first-aid kits, emergency exits and display of safety instructions.

10. Review and Monitoring

The Maintenance Committee shall review this policy annually or whenever required due to statutory changes or institutional requirements. Feedback from faculty, staff and students shall be considered for continual improvement.


(Dr. Brijesh Singh)
Director (Officiating)

Copy for information and necessary action to :

1. Hon'ble Chairman and CEO sir
2. All the Deans and HODs, COE
3. IQAC, Registrar, ERP, Accounts, Library