



Policy for Maintenance of Infrastructure

- The institute has policies for daily maintenance, preventive maintenance and breakdown maintenance.

Daily maintenance:

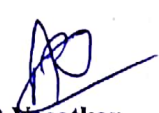
- Complete Cleaning, Lubrication, Repair, and Inspect (CLRI) procedure should be adopted.
- Maintenance chart should be filled on daily basis which is supervised by the concerned incharge.
- It is to be ensured that no equipment/infrastructure faces emergency maintenance.

Preventive maintenance:

- Preventive maintenance need to be carried out under supervision of maintenance cell
- All the preventive maintenance activities must be carried to maintain the upkeep of infrastructure and equipment as per the schedule which helps to ensure availability of infrastructure for ready use.
- Before commencement of semester the corresponding cells will ensure that no preventive maintenance activity is pending and the infrastructures as well as laboratories are functioning correctly as per standards.

Breakdown maintenance:

- Alternate arrangement for the required infrastructure and the equipment should be made so as to avoid hampering of activities in case of breakdown.
- In case, if the maintenance is beyond the reach of maintenance cell, then the work is to be outsourced to third party.
- In case the equipment are beyond repair or have lost the significance from the perspective of utility, they need to be written-off through the defined mechanism of the institute.
- In any of the cases, the problem should be conveyed by the process owner to the maintenance team and accordingly the manpower will be deputed to resolve the same. The process owner should then certify the satisfactory condition of infrastructure or that of equipment after maintenance case closes thereafter. The provision of dead-stock verification must be implemented to identify the availability and loss of equipment which is carried out twice in a year by the designated committee. Proper planning is to be carried out for proper utility of the infrastructure and resource mobilization before commencement of semester at central level.


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