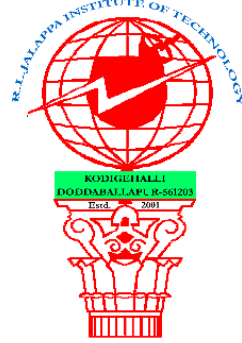


MAINTENANCE POLICY



(Maintenance policy - 2023)

(Revised Version of Maintenance policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/010

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU,
Belagavi)

**Kodigehalli, Doddaballapura, Bengaluru Rural
Karnataka, Pin-561 203**

Mobile: 9019726800 website: www.rljit.in

email: iqac@rljit.in

PRINCIPAL

**R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203.Karnataka.**

Sri Devaraj Urs Educational Trust (R.)
R. L. Jalappa Institute of Technology

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email: iqac@rljit.in

Recommendations of the Institution Council for the revision of approval Maintenance policy.

History of changes in Maintenance Policy

Sl. No.	Newly Added/Revised	Maintenance Policy 2018	Maintenance Policy 2023
1	Fire and Safety	Not Available	Available
2	Furniture Maintenance	Not Available	Available



R. L. JALAPPA INSTITUTE OF TECHNOLOGY
DODDABALLAPUR – 561 203
Bengaluru (Rural), Karnataka, India
Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi
website : <https://rljit.in> | email : principal@rljit.in | Fax:080-27625380

Office of the Principal,
RLJIT
Email : principal@rljit.in
Ph:080-27625381 Extn :202

Ref. No. RLJIT /NAAC/2022-23/Policies/010

Maintenance Policy

Policy Statement

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

Objectives:

- To maintain equipment and amenities of classrooms and laboratories in order proper order
- To maintain the print and digital resources of the Central Library in proper order.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.

Scope of the Policy:

This policy is applicable to the entire campus that includes academic blocks, hostel blocks, sports canteen and other amenities developed for staff and students at RLJIT, Doddaballapur.

Policy implementation:

The Facilities maintenance committee is responsible for implementation and monitoring of the policy (Committee list and their responsibilities are given in annexure)

Faculty in-charge of facilities, staffs and labourers need be involved in maintenance work. There shall be two category of maintenance work which are planned and unplanned' The maintenance works must be attended by AMC/Contractual laborers/ In-house rnaintenance team.

MAINTENCE ADMINISTRATION:

- The maintenance department shall be responsible for all the maintenance related activities of the institute with assistance from other staff.

MAINTAINANCE PROCEDURE:

- Any problem that occurs in a department must be represented to the maintenance section through a letter/mail.
- The supervisor deputes a skilled person/technician to attend to the specific problem.
- The skilled person shall resolve the problem on site if no additional material is required. In case of material requirement, it should be received from the maintenance section or central store through proper request.
- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance section.
- Annual stock verification to be conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, library, sports items and all other assets must be collected. All the items usable must be accordingly repaired and maintained.
- If any items are to be discarded or scrapped shall be recommended for the same by the maintenance department. Such items shall be scrapped as per Government norms.
- While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) must also taken into consideration before deciding the purchase.

I- ACADEMIC FACILITIES:

i. Laboratories:

- The maintenance and repair of equipment to be done by the respective departments with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories shall be maintained regularly

- The in-house maintenance and repairs should be addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs shall be attended in consultation with the suppliers following the central purchase procedure.

ii. Class Rooms:

- Every department has a faculty in-charge who shall periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The in-charge shall resolve the problem through the Head of the Department following the internal operating procedure.

iii. Library:

- The maintenance of library to be taken care by Librarian and supporting staff. Internal periodic audits shall be done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
- Library committee shall vest with responsibility of scheduling and coordinating all the maintenance activities of the library.

II-MAINTENANCE OF INFRASTRUCTURE (BUILDING):

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.
- It should monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- Adequate man power shall ensure cleanliness of the campus, classrooms, staff rooms, seminar halls and laboratories, wash rooms and rest rooms for good ambience.
- Small repairs and maintenance must be carried in-house whereas contractor services should be obtained for major maintenance requirements.
- Annual inspection to be done for Fire Safety by Karnataka state Disaster Response, and Fire Service Department and issues fire safety certificate.

III-ELETRICAL SYSTEMS MAINTENANCE:

- Daily/Weekly monitoring of electrical systems such as diesel generator UPS and batteries must be done and its status should be entered in the Log/Stock Book. The suppliers/service providers are approached in case major fault.
- Major electrical equipment shall be covered under Annual maintenance Contract (AMC) by the suppliers. The service of transformer to be carried out as per quotation. AMC also covers General checkup (Once in three months) and check the annual service.
- Earthing readings should be monitored half yearly once and transformer earthing pit readings must be certified by licensed contractors.
- AMC also covers Lift Service which should be carried out once a month in a year.
- Adequate number of UPS must be installed in each department to ensure uninterrupted power supply for all computers.
- Technicians should be available as part of maintenance section to maintain refrigeration and air conditioning systems.

IV – FIRE AND SAFETY

- Fire system: Hose reel drum, speakers must be installed on a campus at different locations, and checked once in a month and log register has to be maintained to note the status of Fire System.
- Fire Extinguishers: Fire Extinguishers shall be installed at every lab, corridors and electrical panel rooms and refilled before the due date.

V-FURNITURE MAINTENANCE:

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.

- The internal operating procedures must be followed for maintaining the furniture in the institution.

VI- SPORTS AND GAMES FACILITIES:

- The indoor and outdoor stadiums, gymnasium, playgrounds, and all other sporting equipment must be regularly supervised and maintained by the physical Director with the help of supporting staff to ensure the safety of users of sports facility.
- Cricket ground, fields/courts must be maintained by contract labors if damaged.
- Painting of poles and marking during competitions must be done by supporting staffs/students for better visibility.

VII- GARDENING

- The Green Cover of the campus needs to be well maintained by full time gardeners as well as contractual labor.
- The degradable waste shall be converted into usable manure.
- Treated water from STP shall be utilized for watering the plants.
- Measures shall be taken to increase the number of plants annually.
- Importance shall be given to all types of plants and trees to make diversity visible.

VIII- CANTEEN/HOSTEL

- The college shall provide Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager under the supervision of food committee.
- Sufficient man power shall be employed to maintain cleanliness of the Hostel rooms, warden office, corridors, security rooms and wash rooms for good ambience.
- Maintenance of hostel electric/plumbing must be carried out by in-house maintenance team of the college.

IX- SEWAGE TREATMENT PLANT



- There should be greasing of rotary parts of pumps as a part of scheduled maintenance.

- Refilling of sodium hypochlorite to remove odor of sewage water and removal of floating garbage must come under in-house maintenance.
- There shall be unplanned maintenance if there is issue in pumps of any tanks.

X-OTHER FACILITIES

- The water purifier, which provides 24 x7 drinking water facility, shall be maintained with periodic testing of the quality of water in the Environmental Engineering Laboratory.
- Maintenance of water filter must be based on condition of water filter else it should be serviced once in a year. There shall be regular cleaning of water tank/sump in the campus.
- One faculty member should be appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Minor plumbing problems should be attended by in-house maintenance team the major problems must be attended by contract labors.
- First aid Boxes comes under in-house maintenance, placed at different locations in college. Internal operating procedures must be followed by maintenance squad.
- The campus security shall be monitored through surveillance Cameras and is maintained by a supplier under AMC.
- Adequate human security facility shall be provided to ensure zero theft inside the campus.

Policy Preparation and Verification Team

Prepared by	Dr. Manjunatha B N IQAC Coordinator	 IQAC Coordinator R. L. Jalappa Institute of Technology Doddaballapur-561 203.
Reviewed by	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled by	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 Dr. Shivaprasad K.M. VICE PRINCIPAL R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved by	Dr. P. Vijayakarthish Principal	 PRINCIPAL R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203.Karnataka.