



VIVEK PG MAHAVIDHYALAYA

KALWAR, JAIPUR



MAINTENANCE POLICY

2026



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MAINTENANCE POLICY OF VIVEK PG MAHAVIDHYALAYA

INTRODUCTION

This maintenance Policy of the college provides the procedures for systematic upkeeping of tangible assets of the college to continuously make them usable to perform to the fullest capacity all the time. This policy is specifically designed to look after the maintenance issues pertaining to Academics, Research and Administrative Areas and their respective equipment and labs of the college. The college keeps the provision of modifying and amend this policy time to time in future and add new procedures as per the demand and need of the situation to derive the best benefits for the college.

OBJECTIVES OF THE POLICY

This policy is designed keeping the following objectives in mind to maintain high esteem of teaching and learning ambiance as deem perfect in the college campus.

1. To maintenance of all tangible assets of the college on a regular periodic basis.
2. To provide functional facilities as per College's requirements to have an environmentally acceptable atmosphere for students, faculty, and staff and ensure the health and safety of all personnel.
3. To identify potential problems early within the context of the preventive maintenance system so that corrective action may be planned and completed in a timely manner.
4. To follow an orderly program so that administrative costs are minimized and the workload for personnel is maintained at a relatively constant level.
5. To conserve energy and resources by ensuring maximum operating efficiency of energy consuming equipment and systems.
6. To maintain credible relations with users by providing well-maintained facilities and information on preventive maintenance activities.
7. To identify and implement possible improvements that will reduce costs, improve service, and result in more efficient operation.

Any suggestions, recommendations or feedback on this policy and procedures specified in this manual are welcomed from every stakeholder for the upgradation of the college's reputation. In order to provide a safe, healthful, and secure environment, the College requires the use of this aforementioned Preventive Maintenance Policy

PREVENTIVE MAINTENANCE POLICY

Preventive maintenance is maintenance that is regularly performed on equipment which involves periodic inspection, adjustment, minor repair, lubrication, reporting, and data recording etc. It is necessary to minimize breakdown and maximize system and equipment efficiency. It is performed while the equipment is still working so that it does not break down unexpectedly. Preventive maintenance will be taking care by In-house staff only for most of the places.

The college carries out maintenance regularly for the equipment like Printing Machine, Projectors, Air Conditioners, lifts, carts, and other assets etc. So the performance is kept at the perfect level of operation all the time. The college possess a separate annual maintenance contract which covers inter alia regular inspection of lifts, transformers, motor pumps, Ambulance, RO Plants, Sewage Treatment Plant, E-Cart, Street lights, CCTV cameras, Furniture, Generator, UPS, Server Room, etc.

Preventive maintenance undertakes up-keeping of classrooms, faculty rooms, Conference Halls, Laboratories, Research Centers, Library, Sports complex, and Computers etc.

This policy provides guidelines for the maintenance of physical, academic and support facilities of the college to avoid unexpected break down during functioning.

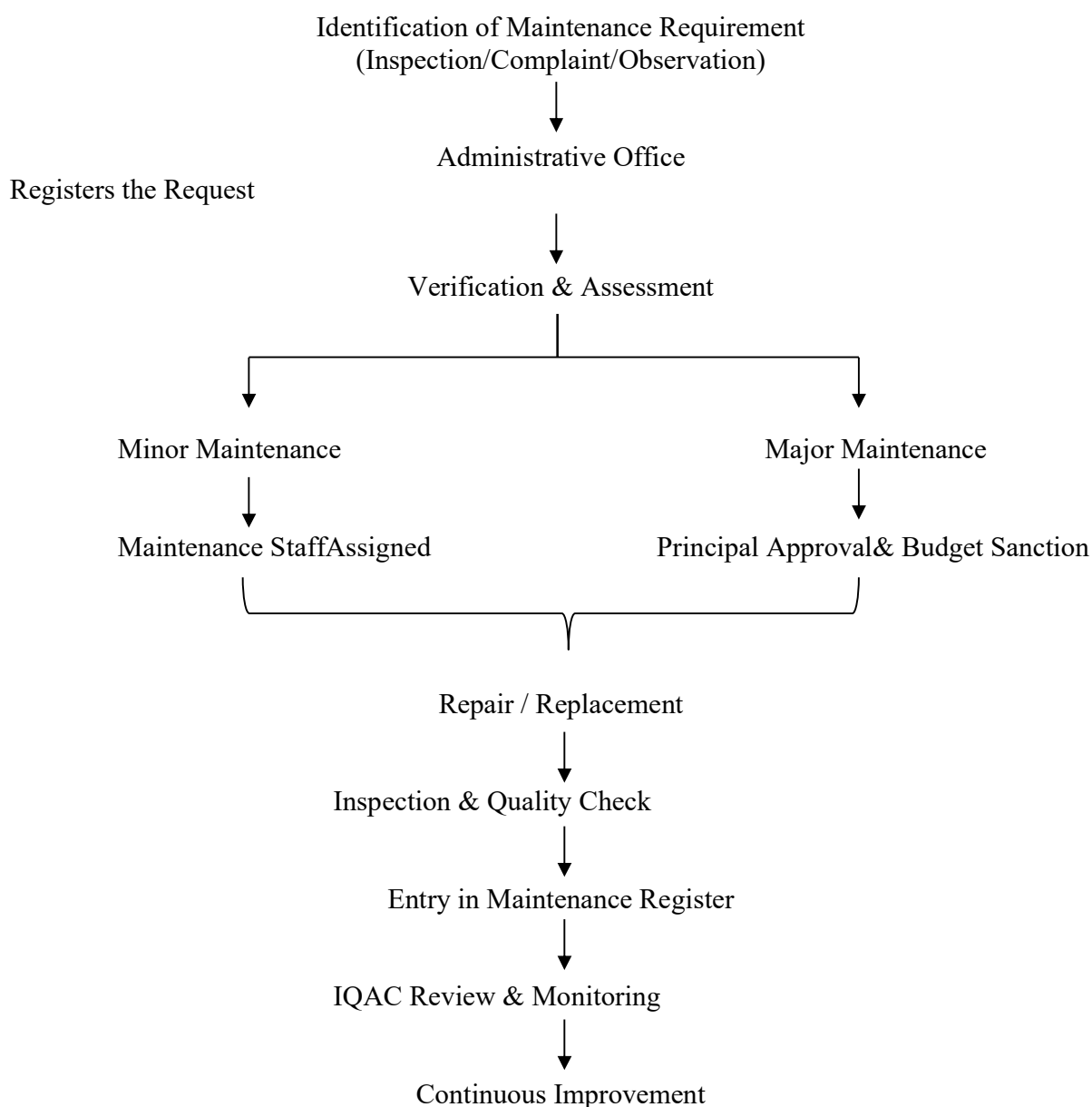
This policy helps in the following manner:

- Extending the life of facilities and equipment.
- Ensuring proper equipment operation.
- Improving the overall appearance of facilities.
- Maintenance of Classrooms with furniture and teaching aids.

FLOW CHART FOR MAINTENANCE OF RESOURCES

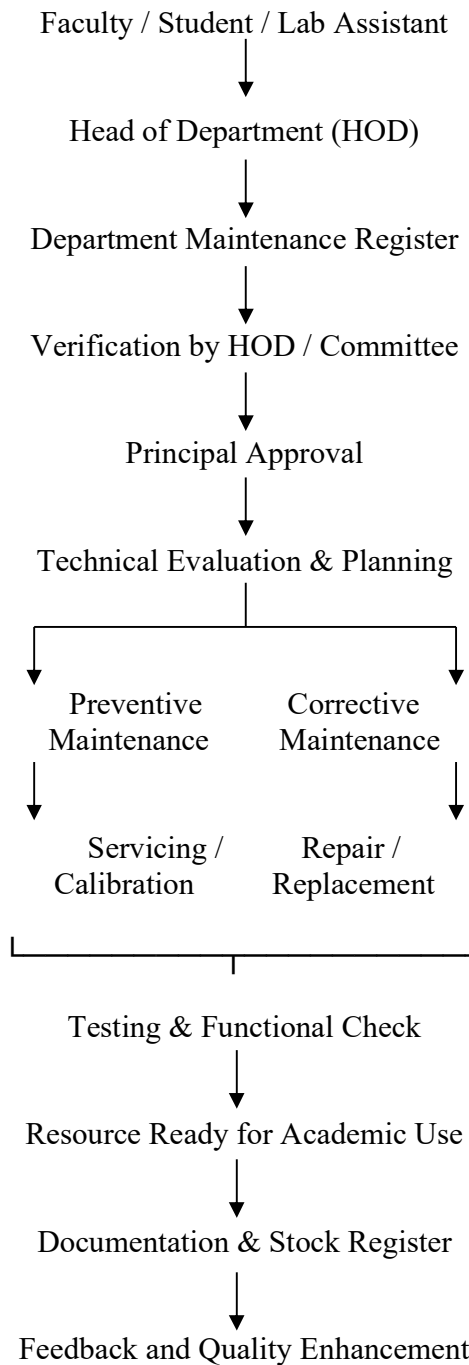
A. Administrative Maintenance Process

Administrative maintenance refers to the planned and systematic management of an institution's facilities, infrastructure, equipment, and resources to ensure their proper functioning, safety, and availability. It includes identifying maintenance needs, registering complaints or requests, assessing the required work, obtaining approvals, arranging repairs or replacements, maintaining records, and monitoring the quality of maintenance activities through administrative procedures.



B. Academic Maintenance Process

The **Academic Maintenance Process** is a systematic procedure for maintaining academic resources, laboratories, equipment, and facilities to ensure smooth teaching and learning activities. It begins with issue identification by faculty, students, or lab assistants, followed by verification by the Head of Department (HOD), approval, technical evaluation, and planned maintenance. The process includes preventive and corrective maintenance, testing, documentation, and feedback to ensure resources remain functional, safe, and effective for academic use.



C. Integrated Institutional Maintenance Framework

The Integrated Institutional Maintenance Framework is a systematic process that involves students, faculty, staff, departments, and management in identifying, assessing, and resolving maintenance-related issues. It ensures proper coordination through inspection, approval, resource allocation, repair, verification, and documentation. The framework helps maintain a safe, functional, sustainable campus and supports continuous quality enhancement of institutional facilities.

