The Vidyalankar Institute of Technology makes sure that all physical, academic, and support facility upkeep is done in accordance with the standard procedures established by the Institute.

Guidelines to maintain physical, academic and support facilities:

1. Prepare routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of external agencies
3. Execute emergency maintenance schedule on priority basis
4. Prepare reports of maintenance done and submit to higher authorities for reviews and inputs.

On campus, there are sufficient academic, physical, and support facilities. Different systems and processes are designed to ensure their maintenance and best use for the benefit of all stakeholders.

1. Maintenance of Physical Infrastructure and Support facility:

The Institute maintains a spotless campus as a need for creating a healthy environment. This led to the establishment of the Department of Facility Management (FM), which makes sure that the upkeep of the physical, academic, and support facilities is done in a planned and systematic manner in accordance with the standard regulations created by the Institute.

a) **Routine Maintenance:**
   - The FM Department oversees the contractual housekeeping crew as they clean, dust, sweep, and mop all spaces daily.
   - The Institute has a variety of automated cleaning tools. Records of progressive maintenance and routine cleaning are kept.
   - Every Saturday, the housekeeping staff receives training on the various facets of maintenance.
   - The Institute employs carpenters, masons, electricians, and plumbers for smaller repairs.

b) **Preventive Maintenance:**
   - **Painting:** The Institute has prepared a Calendar to ensure that all the areas are periodically painted.
   - **Structural Audits:** The Institute employs licensed structural engineers to conduct an annual (every three years) structural audit of the building.
   - **Fire Alarm System:** As directed by the Chief Fire Office of the Municipal Corporation of Greater Mumbai, the Institute has installed fire alarm systems (M.C.G.M). An organization hired by MCGM is responsible for outsourcing the system's upkeep. Each month, the agency performs maintenance on the device and reports its findings to the security officer.
   - **Air Conditioning:** The Institute has air conditioning in many areas. The HVAC (heating, ventilation, and air conditioning) system maintenance is contracted out. Each month, the agency maintains the equipment and sends a report to FM Manager.
   - **CCTV:** On the campus, the Institute has placed numerous CCTVs. The system's upkeep is contracted out. Each month, the organization inspects the equipment and reports its findings to the security officer.
   - **Lifts:** All the lifts are maintained through AMC with Kone Elevators.
   - **Water testing:** Even though MCGM provides the Institute with its supply of potable water, the FM Department periodically (biannually) submits a water sample to registered Laboratories for testing.
   - **Water Tanks / Septic Tanks:** Professional service providers clean all underground and overhead water tanks three times year utilizing high-tech equipment, including UV equipment.
   - **Audio-Visual System:** The annual maintenance contract covers high-end AV systems. Each month, the agency performs maintenance on the equipment and delivers a report to FM Manager.

- Periodic checks are carried out for electrical fittings and other equipment such as projectors.

- **Pest Control:** Periodically, according to a predetermined calendar, pest management measures such as general disinfection, rodent treatment, and larva breeding are carried out. Periodically, anti-termite treatment is also carried out.

2. Maintenance of IT Infrastructure

The Systems Department makes sure that the upkeep of the IT Infrastructure is done in accordance with the standard policies created by the Institute in a planned and systematic manner.

For effective management of the IT infrastructure on campus, the Institute maintains a fully functional Systems Department with a competent Systems Manager. The 16-person Systems Department team is in charge of maintaining the IT infrastructure, which includes peripherals like hubs, L1 and L2 switches, and WiFi routers.

The Institute has a policy of only obtaining high-end computer and networking hardware from reputable firms like IBM, Dell, Acer, and Lenovo with extended 3-year warranties; as a result, the vendor/supplier is responsible for maintenance during the first three years. The Comprehensive Annual Maintenance Agreement covers the server and the firewall.

For doing IT maintenance, the Institute additionally has a full-time maintenance engineer and a separate repair room (Scrounge).

Every laboratory keeps a detailed record of the equipment, including a Lab-Readiness Certificate, a Dead-Stock Register, a Maintenance Register, and usage. All of the paperwork is reviewed by the faculty member in charge of the lab and maintained in accordance with best practices.

Utilization of Physical, Academic and Support facilities:

1. **Classrooms / Laboratories / Tutorial rooms:** The Timetable Committee informs the FM team about the required utilization of these Instructional areas so that the FM team can deploy the necessary maintenance staff and program the HVAC system which is controlled by Intelligent Touch Machine (ITM).

2. **Library:** Each Department is represented by a member of the Library Committee, which is led (convened) by a senior faculty member. The convener and members review the books, periodicals, journals, and magazine requests made by the professors and staff on a regular basis and, after careful consideration, propose that they be purchased. The books are then bought and added to the library's collection.

   The daily management of the books, e-books, periodicals, journals, and other library materials, including issues and receipts, falls to the library personnel. The Institute's MIS system is connected with the fully computerised management of the library.

   The MIS department is responsible for maintaining all library stock records and transaction records, and for keeping and filing the related system generated reports and paperwork.

   The Reading Room's hours are set by the Library Committee. Occasionally, during exam season, the library's hours are extended.

3. **Sports Complex**: The Institute's qualified sports officer oversees its sports department. Three Sports Instructors support the Sports Officer. These three positions are all full-time.

   On the Institute site, there is an indoor gymkhana with chess and carom tables. Students at the institute play basketball, badminton, volleyball, and lawn tennis on the school's outdoor multi-sport turf court. A handball court and a football field are also available at the Institute.

   The Sports Department crew is responsible for maintaining all the sporting facilities. During the yearly sporting event, they oversee interclass and intercollegiate matches and conduct training exercises.

   Facility Management staff members maintain the grounds and gymkhana in general cleanliness and good condition.

   When a student spends more than two hours at the Sport Complex consecutively, the specially created module in vMIS notifies the Sports Officer.

4. **Emergency response Ambulance Services:** In the event of a medical emergency, the Institute also offers an ambulance service. Tops Line Emergency Services has a yearly contract with the Institute. Everyone on campus, including students, visitors, teaching staff, non-teaching employees, administrative staff, and supporting staff, has access to the service.

   Within nine minutes of the call, the ambulance arrives on campus. Two members of the rescue crew, a driver, and a medical assistant are in the ambulance. They offer first aid care, and if necessary, they transport the patient to the closest public or private hospital.