

1. Maintenance Policy

Vidyankar Institute of Technology ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed 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.

Roles and responsibilities to maintain physical facilities:

Sr. No.	Equipment/infrastructure	Maintenance Schedule	Monitoring Authority	Institute level Coordinator	Extension Number
1	General Electrical maintenance	Twice a Month	Contractual Agency	Security Officer	9101/9100
2	Air-conditioner	Six times in a year	Contractual Agency	FM Manager	9301/9302
3	CCTV	On-call	Contractual Agency	Security Officer	9101/9100
4	Telephone – EPBX	On-call	Contractual Agency	FM Manager	9301/9302
5	Elevators	Monthly and On-call during breakdown	Contractual Agency	FM Manager	9301/9302
6	Painting	Monthly	Contractual Agency	FM Manager	9301/9302
7	Water-Fountains and Purifiers	Monthly	Contractual Agency	FM Manager	9301/9302
8	Plumbing	On-call	Facility Management Department, VIT	FM Manager	9301/9302
9	Gardening	Daily	Contractual Agency	FM Manager	9301/9302
10	Water Tank cleaning	Three times a year	Contractual Agency	FM Manager	9301/9302
11	Fire Alarm System	Monthly	Contractual Agency	Security Officer	9101/9100
12	Fire Fighting System	On-call	Contractual Agency	Security Officer	9101/9100
13	Audio/Video Systems – VIT M Block Auditorium	On-call	Contractual Agency	System Manager	9402
14	IT infrastructure	Daily	Systems Department, VIT	System Manager	9402

Maintenance policy and Agencies

Roles and responsibilities to maintain academic facilities:

Sr. No.	Equipment/infrastructure	Maintenance Schedule	Monitoring Authority	Institute level Coordinator	Extension Number
1	Classroom	Daily	Facility Management Department, VIT	FM Manager	9301/9302
2	Seminar Halls	Daily	Facility Management Department, VIT	FM Manager	9301/9302
3	Tutorial Rooms	Daily	Facility Management Department, VIT	FM Manager	9301/9302
4	Discussion Room	Daily	Facility Management Department, VIT	FM Manager	9301/9302
5	Laboratory	Daily	Facility Management Department, VIT	FM Manager	9301/9302
6	Projectors	On-call	Contractual Agency	System Manager	9402
7	LMS (Lecture Capturing)	On-call	Contractual Agency	Prof. Ashish Shekar	1348/1349

Roles and responsibilities to maintain Support facilities:

Sr. no.	Equipment/infrastructure	Maintenance Schedule	Monitoring Authority	Institute level Coordinator	Extension Number
1	Library	Daily	Facility Management Department, VIT	FM Manager	9301/9302
2	Sports Complex	Daily	Facility Management Department, VIT	FM Manager	9301/9302

Maintenance policy and Agencies

2. Agencies

Agencies involved in maintenance of physical facilities:

Sr. No.	Equipment/infrastructure	Maintenance Schedule	Maintaining Agency	Institute level Process owner	Extension Number
1	General Electrical maintenance	Twice a Month	Technocraft	Security Officer	9101/9100
2	Air-conditioner	Six times in a year	HTL	FM Manager	9301/9302
3	CCTV	On-call	Arnav Enterprises	Security Officer	9101/9100
4	Telephone – EPBX	On-call	DA Telecom	FM Manager	9301/9302
5	Elevators	Monthly and On-call during breakdown	Kone Elevators	FM Manager	9301/9302
6	Painting	Monthly Schedule	Wonder colors	FM Manager	9301/9302
7	Water-Fountains and Purifiers	Monthly Schedule	Eureka Forbes	FM Manager	9301/9302
8	Plumbing	On-call	Facility Management Department, VIT	FM Manager	9301/9302
9	Gardening	Daily	Ganpatrao and Farms	FM Manager	9301/9302
10	Water Tank cleaning	Three times a year	True Vision	FM Manager	9301/9302
11	Fire Alarm System	Monthly Schedule	Digitech/Deluxe Corporation	Security Officer	9101/9100
12	Fire Fighting System	On-call	Reliance	Security Officer	9101/9100
13	Audio/Video Systems – VIT M Block Auditorium	On-call	Sigma byte	System Manager	9402
14	IT infrastructure	Daily	Systems Department, VIT	System Manager	9402

Maintenance policy and Agencies

Agencies involved in maintenance of academic facilities:

Sr. No.	Equipment/infrastructure	Maintenance Schedule	Maintaining Agency	Institute level Process owner	Extension Number
1	Classroom	Daily	Facility Management Department, VIT	FM Manager	9301/9302
2	Seminar Halls	Daily	Facility Management Department, VIT	FM Manager	9301/9302
3	Tutorial Rooms	Daily	Facility Management Department, VIT	FM Manager	9301/9302
4	Discussion Room	Daily	Facility Management Department, VIT	FM Manager	9301/9302
5	Laboratory	Daily	Facility Management Department, VIT	FM Manager	9301/9302
6	Projectors	On-call	Packtel	System Manager	9402
7	LMS (Lecture Capturing)	On-call	Impartus	Prof. Ashish Shekar	1348/1349

Agencies involved in maintenance of Support facilities:

Sr. no.	Equipment/infrastructure	Maintenance Schedule	Maintaining Agency	Institute level Process owner	Extension Number
1	Library	Daily	Facility Management Department, VIT	FM Manager	9301/9302
2	Sports Complex	Daily	Facility Management Department, VIT	FM Manager	9301/9302