



# ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

A Unit of Alva's Education Foundation (R)

( Affiliated to Visvesvaraya Technological University, Belagavi

Approved by AICTE, New Delhi & Recognised by Government of Karnataka )

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## STANDARD OPERATING PROCEDURES (SOP)

### INFRASTRUCTURE MAINTENANCE

The Institute has established systems and procedures for maintaining the physical, academic and support facilities such as laboratory, library, sports complex, computers, classrooms etc. as given below.

#### 1. Maintenance of Physical facilities:

The physical facilities are divided into sections like, **plumbing, electrical, building/infrastructure, garden and housekeeping**. Maintenance of all physical facilities is monitored by Administrative Officer.

- Classrooms, Staffrooms, Seminar halls, Laboratories and other infrastructural facilities viz., Restrooms, Lavatories etc. are cleaned and maintained by adequate staff through outsourced external agency.
- The Campus supervisor conducts periodic checks to ensure the working condition of the infrastructure.
- The Green Cover/Gardens of the campus is well maintained by Institute employed gardeners.
- A team of in-house maintenance comprising of electricians, plumbers, IT technicians working under **Administrative Officer (AO)** are deployed to monitor the maintenance activity of amenities (viz., Plumbing, Lights, A/V system, Diesel Generator, Air Conditioners, CCTV cameras and Water Purifiers on regular basis).

Any student/staff will have to follow the below mentioned procedure to raise a complaint and get it resolved.

- Staff/student will bring the infrastructural related problems to the notice of the **Campus supervisor**.
- Supervisor will escalate the problem to the next level, to the **Internal Engineer**.

- Engineer will make an entry of the complaint raised in the complaint register and initiates action through concerned section **Technicians**.
- Technicians will note the problem from the complaint register and attend the same.
- After attending the complaint, technicians will make an entry of status into the complaint register mentioning resolved or pending and materials required with required explanation.
- If any material is required to solve the problem, Engineer will bring it to the notice of **Administrative Officer (AO)**.
- AO will place order to the required materials after discussing with the Principal (IQAC chairman).

## **2. Laboratory maintenance:**

Periodic reporting on requirements of repairs and maintenance of laboratory equipment are maintained in breakdown register and the stock books of the laboratory by the lab instructors.

### Maintenance Policy and Procedure

- The Faculty Lab in-charges monitor the maintenance registers of all the laboratories to verify the progress of the maintenance periodically and appraise the same to HOD.
- HOD will schedule a meeting of all Faculty Lab In-charges and Technical staffs during the meeting to discuss about the repair & maintenance.
- All the Faculty Lab In-charges are responsible for maintenance of all the Laboratories periodically.
- In-house maintenance is carried out for all the computer systems present in the laboratories.
- The lab equipment is maintained as needed through proper quotation and work order basis.
- Manufacturer's Equipment is operated in accordance with instructions and in a way which minimizes the cost of repairs and maintenance.

## **3. Transportation facility maintenance:**

A transport supervisor of the Institute coordinates for the transport facility as per requirement from the Alva's Education Foundation (AEF) maintained centralized transportation facility.