

MAINTENANCE POLICY

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RNB GLOBAL UNIVERSITY

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MAINTENANCE POLICY OF RNB GLOBAL UNIVERSITY

Introduction

This maintenance Policy of the university provides the procedures for systematic up-keeping of tangible assets of the university 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 university. The university 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 university.

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 university campus.

1. To maintenance of all tangible assets of the university on a regular periodic basis.
2. To provide functional facilities as per University'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 university's reputation.

In order to provide a safe, healthful, and secure environment, the University 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 university carries out maintenance regularly for the equipment like Printing Machine, Projectors, Air Conditioners, lifts, carts, and other assets etc. So that its performance is kept at the perfect level of operation all the time. The university 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 university 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.

- The respective Deans of the school report to the concerned administrative official who is responsible to the maintenance periodically for all the maintenance works concerning to their schools.
- Ensure that the service frequency for cleaning of classrooms and boards, daily floors dust moping, wet moping, high and low dusting, emptying waste baskets, working condition of computer system, projector, and projector screen, maintenance of Laboratories etc. are the major tasks for which Deans of the Schools are advised to be attentive properly all the time.
- The respective faculty members of the schools, staff, lab assistants and other service personnel are given responsibility to maintain the equipment under their purview.
- Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification.
- All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Registrar.
- Breakage and repair if any, are reported to the Dean of the Schools or the faculty In-charge as the case may be and suitable measures are taken for speedy functioning of the equipment.
- The condemned/obsolete items are discarded by procedure after getting the report and approval from the committee and the same is entered in the stock register.
- Annual maintenance contract (AMC) is accorded for maintenance of high-end equipment and high-end servers and computers.
- Campus WI -Fi is maintained by concerned IT In-charge of the university.
- Maintenance of conference halls, seminar halls and auditoriums, which are meant for the common academic use are done by the dedicated staff.
- Cleanliness is taken care of by the housekeeping team.
- Effective utilization of classrooms, seminar halls and auditoriums for organizing academic meetings, seminars, conferences, and cultural events is made and due maintenance is undertaken as per the requirement of the events.
- Concerned Deans are responsible to maintain the ICT facilities of their schools including computers, servers. Their maintenance include the required software installation, and up gradation and other legal software as well.