3.1.1	The institution's Research facilities are frequently updated and there are well defined policy for promotion of research which is uploaded on the institutional website and implemented

Maintenance Policy

Registrar
Atmiya University
Rajkot

ATMIYA UNIVERSITY
(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

Maintenance Policy

This maintenance policy outlines the guidelines, procedures, and strategies for maintaining the campus facilities, equipments, and infrastructure to ensure their proper functioning, safety, and longevity. This is essential for managing physical assets efficiently and effectively.

Objectives and Goals:

Major objectives and goals of this policy is to ensure the safety of occupants, extending the lifespan of assets, and minimizing disruptions to campus activities. This policy helps efficiently managing the assets, enhance the campus experience for students and staff, and ensure the safety and functionality of facilities and equipment.

Assets / Systems of consideration:

Following assets / systems requires the adherence of the maintenance at periodic basis and/or as and when required.

- Civil Infrastructure
- Furniture and Fixtures - Carpentry
- Electrical Equipments and other related work
- CCTV Infrastructure
- Networking Infrastructure
- ICT Infrastructure
- Computer Hardware
- Sanitary (Plumbing)
- HVAC system
- Fire Safety
- Housekeeping
- Gardening

Preventive Maintenance:

A preventive maintenance program is scheduled for regular inspections, servicing, and maintenance of critical systems, equipment, and infrastructure. The major types of assets and systems that require preventive maintenance are HVAC systems, electrical systems, plumbing, and building structures.

Emergency Maintenance:

Establishment of protocols for responding to emergency maintenance requests, that includes procedures for reporting and addressing urgent issues like water leaks, power outages, or safety hazards.

Budgeting and Funding:

A specific amount of funds are allocated as budgets for maintenance activities.

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Vendor and Contractor Management:
Selection and management of external vendors and contractors for specialized maintenance tasks based on the track record and reviews. Ensuring compliance with procurement and contract management policies.

Sustainability and Environmental Considerations:
Incorporation of sustainability principles into maintenance practices, including energy-efficient upgrades and environmentally friendly materials. Promotion of environmentally responsible waste disposal and recycling.

Technology and Systems:
An in-house developed hassle free software system (Atmiya ePortal) is developed for the smooth and on time maintenance services. Any staff members through their login can place the maintenance requirement on the portal which in turn would go to the concerned department which sees to that the maintenance work gets completed soon within the specified time period and not more than a week.

Training and Skill Development:
Encouragement to ongoing training and skill development for maintenance staff to stay current with best practices and technologies.

Safety and Compliance:
Emphasis is given on safety protocols for maintenance activities, including risk assessments and safety training.
Ensuring the compliance with relevant codes, regulations, and standards.

Continuous Improvement:
Promoting a culture of continuous improvement in maintenance operations by regularly reviewing and updating maintenance policies and procedures.

Review and Updating Policy:
Policy will be reviewed annually to measure its impact and effectiveness. It will be updated based on the resolution taken in the review meeting. However under extraordinary circumstances, the University can amend the policy as in response to specific needs or demands.

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