



Maintenance Policy

Purpose:

This policy aims to ensure the reliable operation of all University facilities, including physical, academic, and support infrastructure, through effective maintenance, handling, and management. Preventive maintenance procedures are implemented to minimize unexpected breakdowns and optimize facility performance.

The purpose of the program is to produce cost savings by:

- Reduce equipment and system downtime
- Extend the lifespan of buildings and machinery
- Enhance equipment reliability
- Promote proper equipment operation
- Improve the overall appearance of the facility
- Optimum & effective utilisation of the facility

Objectives and Goals:

This policy aims to prioritize occupant safety, extend the lifespan of University assets, and minimize disruptions to any activities. To achieve these objectives, the policy focuses on efficiently managing University assets, enhancing the experience for students and staff, and ensuring the safety and functionality of facilities and equipment. By implementing effective asset management strategies, this policy seeks to optimize resource utilization, reduce operational costs, and create a positive and productive campus environment.

Procedures & Systems:

The University operates a dedicated maintenance cell, "Chidakash," to oversee all maintenance activities. This cell is staffed with specialized personnel to ensure efficient maintenance operations. The policy mandates regular maintenance and timely attention for a wide range of assets and systems, including civil infrastructure, furniture and fixtures, electrical systems, CCTV systems, network infrastructure, ICT infrastructure, computer hardware, plumbing systems, HVAC systems, fire safety systems, housekeeping services, landscaping, laboratory equipment, sports facilities, health and wellness facilities, elevators, solar power systems, Auditorium/Seminar Halls, Housekeeping and Security and all other support facilities.

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.





ATMIYA UNIVERSITY

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

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

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.

Maintenance of lab Equipment:

Faculty members and laboratory assistants are responsible for the day-to-day maintenance of departmental equipment. To ensure proper inventory and usage tracking, a dead stock register and instrument-wise usage logbook is to be maintained. For any maintenance requirements, a maintenance request should be submitted through the Atmiya e-portal, which will be directed to the designated maintenance cell.

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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