

# **Ramakrishna Mission Vivekananda Educational and Research Institute**

Deemed-to-be-University as declared by Government of India under section 3 of UGC Act, 1956

(Accredited by NAAC with A++ Grade)

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

*- Using the facility is the best way to maintain.*

### **General and Electrical fixtures & moveables**

The university has constituted a dedicated central team in each of the four campuses for logistics and maintenance to routinely check and keep functional the general (furniture, upholstery, plumbing etc) and electrical (fans, lights, motors, generators, a/c, elevators etc) fixtures & moveables. Repair works are to be undertaken timely so that the stakeholders are not put to inconvenience.

All airconditioning units and elevators are to be maintained under AMC. The team should be aware apriorily about the affordable fault-to-recovery cycle time and should deliver their service informing all the stakeholders.

Breakages in fixtures and furnitures are escalated to campus logistics incharge and under his advice and direction using the on campus resources or by hiring the breakages have to be fixed in due time.

### **Digital and Laboratory fixtures & moveables**

#### **Office and Laboratory digital equipment**

A technical hardware support team and ICT team are constituted for maintaining the digital fixtures & moveables consisting of computers and laboratory devices with their accessories. Laboratory computers are to be checked routinely by the hardware team.

The newly indented equipment are covered under warranty period of either two, three, or five years from the date of purchase. The equipment should be tagged appropriately to indicate this period, and should also mention the supplier details. At the close of the warranty period the pricey lab equipment are to be put under AMC.

Once in every six months the laboratory computers are all to be cleaned with blower and their softwares to be either reinstalled or upgraded. Laboratory furnitures have to be checked and repaired during the academic break period.

#### **Printing Equipment and accessories**

The printing equipment are selectively under AMC, namely those for which general service is not available in the market. Every printing equipment is to be kept under the direct supervision of one of its users who is designated by the purchase team. The designated person escalates the issues with the equipment to the technical team no sooner than a fault is detected. The technical team acts upon this.

The consumables are either indented for purchase or reused after service as the case may be as decided by the technical team.

### **Instructional Laboratory Equipment**

Each laboratory is to be assigned a person-in-charge in whose responsibility lies the proper maintenance of the facility. Pricey equipment are put under AMC. Under his direction and supervision the lab technicians perform regular checks of the health of the instruments. The faults and damages found are to be reported to the department head, who takes proper action to rectify the issues. The action includes the following.

1. Personally supervise the basic attempts made to rectify the defective instrument
2. If the earlier step is ineffective then the supplier is to be contacted for the service of the equipment covered by warranty.
3. Under irreparable conditions the faulty device/equipment is indented for purchase following all purchase regulations.

The classrooms equipped with ICT facilities are on a regular basis checked for their proper functioning. The defective materials are replaced with spares before they are sent for repairs.

### **Transportational facilities**

In the support system the transportation vehicles (cars and ambulance) are maintained by a dedicated team of respective drivers. Each of the drivers are skilled and empowered to conduct the regular health check of the vehicles they drive. They escalate the issues with the controller for campus logistics and also personally oversee the troubleshooting.

### **Campus Network**

#### **Computer Network**

The campus wide network is under the direct supervision of the network administration team. This team shall render all services pertaining to maintaining the campus wide computer network. It is their responsibility to initiate timely payments to the ISP for the internet lease line.

#### **Telephone Network**

This facility comes under the direct control and supervision of the campus logitics in-charge. The health of the network is to be monitored intermittently and the hired technicians are to be intimated in case of malfunctioning by the office staff.

## **Miscellaneous**

### **Ground maintenance**

The dedicated team of garden staff have this additional responsibility of keeping the playground useable in addition to keeping the campus aesthetically green.

### **Sanitation**

Keeping the campus- interior and exterior, clean is a day to day activity and the cleaning tasks are to be scheduled timewise without hindering the movements of people. For instance, the washrooms and public spaces are to be kept hygenically clean before people start coming in.