



Dr. V. P. SHETKARI SHIKSHAN MANDAL'S  
**PADMABHOOSHAN VASANTRAODADA PATIL INSTITUTE  
OF TECHNOLOGY, BUDHGAON (SANGLI)**



● **DEGREE WING [EN - 6269]** ●

TAL. MIRAJ, DIST. SANGLI - 416 304 STATE : MAHARASHTRA (INDIA).

APPROVED BY AICTE NEW DELHI & RECOGNIZED BY GOVERNMENT OF MAHARASHTRA, AFFILIATED TO D.BATU LONERE

## Maintenance Policy / SOPs

### Policy Statement

The institution is committed to maintaining a safe, clean, and functional learning environment through structured and timely maintenance of its infrastructure, equipment, and facilities. This policy ensures that all physical assets are effectively managed to support academic and administrative functions.

### Objectives

- To ensure uninterrupted academic and research activities through effective facility maintenance.
- To maintain cleanliness, hygiene, and safety across the campus.
- To adopt preventive and corrective maintenance practices.
- To ensure accountability through role-based responsibilities and documentation.

### 1. Civil Work (Infrastructure Maintenance) Policy

The institute is committed to ensuring a clean, safe, and fully functional physical environment for all stakeholders. A full-time Estate Manager is appointed to oversee civil works, including plumbing, carpentry, and housekeeping. The Estate Manager is supported by a dedicated maintenance team responsible for the regular upkeep of essential campus facilities such as water supply systems, corridors, lecture halls, restrooms, and parking areas.

#### Implementation Mechanism:

- Daily and periodic maintenance schedules are followed.
- Regular inspections are conducted to identify and address maintenance needs.
- Maintenance requests are logged and addressed promptly by the estate team.

### 2. Electrical Maintenance Policy

To ensure the uninterrupted delivery of academic and administrative services, the institute maintains a structured approach to electrical maintenance. All electrical systems are managed under the supervision of the Head of the Electrical Department.





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**Implementation Mechanism:**

- Preventive and corrective maintenance is carried out based on departmental needs.
- Periodic safety checks and load assessments are performed.
- Maintenance logs are maintained for audit and compliance purposes.

**3. Laboratory and Equipment Maintenance Policy**

The institute prioritizes the safety, functionality, and longevity of laboratory facilities through a decentralized maintenance model. Each academic department is responsible for the upkeep of its respective laboratories, with the involvement of trained lab assistants and supporting staff.

**Implementation Mechanism:**

- Routine activities such as cleaning, lubrication, minor repairs, and inspection are carried out by lab assistants.
- Departments maintain maintenance records for equipment and instruments.
- Annual stock verification and calibration (where applicable) are conducted.

**4. Library and Learning Resource Maintenance Policy**

The institute ensures that library resources are well-maintained and easily accessible through a digital management system. The library uses Vidyasagar Library Management Software for systematic cataloging, issue/return tracking, and general maintenance.

**Implementation Mechanism:**

- Regular updates of library database entries.
- Physical upkeep of library space including cleanliness, seating arrangement, and resource placement.
- Periodic review of resource usage and relevance.

**5. ICT and Technical Systems Maintenance Policy**

The maintenance of ICT infrastructure is essential for delivering modern teaching-learning experiences. Under the supervision of the Head of the Computer Science and Engineering Department, a team of lab assistants ensures the smooth functioning of all IT and communication systems, including computers, projectors, UPS units, LAN/Wi-Fi networks, and EPABX systems.

**Implementation Mechanism:**

- Scheduled system checks and software updates.
- Prompt resolution of technical faults.
- Maintenance of equipment logs and update history.



  
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