

S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR.



(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)



Emerge as a leading institute for developing competent and creative professional.

Date: 03/09/2022

Maintenance Procedures

Responsibilities for repairs and maintenance of laboratories and campus.

In order to ensure the seamless functioning and up keeping our institution, the following procedure shall be followed with immediate effect. All the faculty members are hereby directed to contact the responsible person as mentioned below through respective head of department.

The person in-charge for maintenance of a particular activity shall get necessary budget if any approved from the Principal.

It is expected that the designated in-charges will carry out their responsibilities diligently and ensure timely resolution of any issue related to repairs and maintenance.

Any challenge in fulfilling their responsibilities should be immediately reported to the undersigned.

In Charge – Electrical Maintenance	<ul style="list-style-type: none">Mr. Ashok Jogi, Electrical Maintenance In charge shall be in-charge of the maintenance of electrical fittings such as tube lights, fans, exhaust fans etc.
Electric Bills	<ul style="list-style-type: none">Electric bills and power factor shall be checked by Prof. and efforts should be made to improve power factor.
New Fans, Tube lights, Exhaust Fans, Wall mounted cabin fans	<ul style="list-style-type: none">Concerned departments shall collect necessary requirements from departments and will submit a proposal to Electrical maintenance In-charge. He will submit the requirement to the Chief Executive Officer.The Chief Executive Officer shall process as per requirement.
Institutes Store	<ul style="list-style-type: none">The stationary, material in the store shall be properly stacked from time to time and labels should be affixed.
Minor Repairs of Furniture	<ul style="list-style-type: none">Minor repairs of furniture in the institute shall be carried out in the work shop.Door fittings such as aldrops, tower bolts, and stoppers, etc.
Glass fitting	<ul style="list-style-type: none">Glass fittings shall be provided to window of classrooms and laboratories once.In case of damages, responsibility should be fixed after carrying out necessary investigation.
Dust bins	<ul style="list-style-type: none">Dust bins shall be provided for wet and dry garbage at appropriate places near classrooms, laboratories, etc. If any
Street lights	<ul style="list-style-type: none">Street lights in the campus shall be checked by the electrical maintenance in-charge.
Plumbing	<ul style="list-style-type: none">Plumbing repairs shall be carried out by plumber working in the

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Computers and Peripherals	<ul style="list-style-type: none">Computers and Peripherals such as printers, scanners, etc. shall be maintained by IT-Infra staff after receiving complaint from the concerned department.
Washrooms and Toilets	<ul style="list-style-type: none">Maintenance of washroom, toilet shall be looked after by housekeeping in-charge Mr. Umesh Shastri.All washrooms and toilets shall be cleaned every day.The materials such as disinfectants, surface cleaner, toilet cleaner, and hand wash, air freshener shall be used regularly.
Building Maintenance	<ul style="list-style-type: none">Building Maintenance such as repairs, maintenance, additions, and alterations shall be looked after by Chief Executive Officer.
Garden Maintenance	<ul style="list-style-type: none">Garden Maintenance shall be looked after by Mr. Umesh Shastri.
Water purifiers	<ul style="list-style-type: none">Water purifiers, water coolers shall be maintained by Mr. Vijay Pachare maintenance in-charge.
Electronics Instruments	<ul style="list-style-type: none">The repairs and maintenance shall be carried out by the department of Electronics & Telecommunication Engg.
Cleaning of Tanks	<ul style="list-style-type: none">Mr. Vijay Pachare shall make arrangement to clean overhead tanks every 3 months.Bleaching powder may be used whenever required.

Principal

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