

1. Maintenance of Physical Infrastructure and Support facility:

Department of Facility Management (FM) is established which ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

a) Routine Maintenance:

Cleaning, Dusting, Sweeping and Mopping of all areas is undertaken daily by the contractual housekeeping staff and is supervised by the FM Department. The Institute has multiple automated cleaning equipment for this purpose. Regular cleaning charts and progressive maintenance records are maintained. The housekeeping Staff is given training every Saturday on the various aspects of maintenance. For minor repairs, the Institute has a workforce of Carpenters, Masons, Electricians and Plumbers.

b) Preventive Maintenance:

Painting: The Institute has prepared a Calendar to ensure that all the areas are periodically painted.

Structural Audits: The Institute periodically (every 3 years) carries out Structural Audit of the Building through qualified Structural Engineers.

Fire Alarm System: The Institute has deployed Fire Alarm Systems as prescribed by the Chief Fire Office of the Municipal Corporation of Greater Mumbai (M.C.G.M). The maintenance of the system is outsourced to an agency empaneled by MCGM. The agency services the equipment monthly and submits its report to the Security Officer.

Air Conditioning: Many areas of the Institute are air conditioned. The maintenance of the Heating, Ventilation, and Air conditioning (HVAC) system is outsourced. The agency services the machines monthly and submits its report to FM Manager.

CCTV: The Institute has installed multiple CCTVs on the Campus. The maintenance of the system is outsourced. The agency inspects the equipment monthly and submits its report to the Security Officer.

Water testing: Though the Institute gets its supply of potable water from MCGM, the FM Department periodically (bi-annually) sends the water sample to the registered Laboratories for testing purpose.

Water Tanks / Septic Tanks: All the underground and overhead water tanks are cleaned by Professional service-providers thrice a year using sophisticated equipment including UV equipment.

Audio-Visual System: The high-end AV systems are covered under Annual Maintenance Contract. The agency services the equipment monthly and submits its report to FM Manager. Periodic checks are carried out for electrical fittings and other equipment such as projectors. **Pest Control:** The Pest control which includes combating general disinfection, rodent treatment

and larva breeding is done periodically as per pre-decided calendar. Anti-Termite treatment is also done periodically.

2. Maintenance of IT Infrastructure:

Systems Department ensures that the maintenance of the IT Infrastructure is carried out in a planned and systematic manner as per the standard policies developed by the Institute. The Institute has a full-fledged Systems Department with a qualified Systems Manager for

efficient management of IT infrastructure on campus. Systems Department with team 8 personnel, ensures that the IT infrastructure (including hubs, L1 / L2 Switches, Wi-Fi Routers etc. and peripherals) are always in working condition. The Institute has a policy of purchasing only hi-branded computer and networking hardware from reputed companies like IBM, Dell, Acer, Lenovo having extended 3-years warranty and therefore the maintenance for first 3 years is taken care by the vendor/supplier. The Server and the firewall are covered under the Comprehensive Annual Maintenance contract. Every laboratory maintains a complete record of the equipment such as Dead-Stock Register, Maintenance Register, utilization, and Lab-Readiness Certificate. All the documents are verified by Lab In-charges (a faculty member) and are kept in accordance with the standard procedures.

3. Library: Annual stock taking is done for the library.