

Procedures and Policies for Maintenance

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. Stock Check Report is Attached for ready reference

**Vidyalankar Dnyanapeeth Trust's
VIDYALANKAR SCHOOL OF INFORMATION TECHNOLOGY
VIDYALANKAR MARG, WADALA (E), MUMBAI 400 037**

(Affiliated to Mumbai University)
Department of Library

Date: 19/06/2019

To,
The Principal,
Vidyalankar School Of Information Technology
Vidyalankar Marg, Wadala (E), Mumbai 400 037

Sub.- Submission of "Library Stock Report June-2019.

Respected Madam,

1. With reference to the above, I hereby submit the details of "Library Stock Verification Report June, 2019.
2. The physical verification of library stock was done during the month of June. 2017 by the Library Staff.
3. The report is being submitted for information and for necessary action.

Please accept the same

Thank you,

Yours faithfully

Mrs Reshma K Ajetrao

Librarian

Vidyalankar School Of Information Technology
Vidyalankar Marg, Wadala (E), Mumbai 400 037

• **Stock Verification Report June 2019**

Sr. No.	Head	Numbers
1	Total No of Books (Till June. 2019)	9617
2	Book available in Cupboard	8394
3	Book issued on the name of students & staff	342
4	Weeded out books (Left out staff, heavy rain, cash received, damaged books.)	
	Weeded out books :-heavy rain June2013	35
	Weeded out books :-heavy rain June2015	73
	Weeded out books :-heavy rain June2017	673
	Weeded out books :- damaged books June2019	24
5.	Misplaced Books(List is attached)	19
	Old overdue Student	57