Maintenance Policy for Laboratory Manual

GLOBAL INSTITUTE OF TECHNOLOGY

ITS, 1 & 2, IT Park Rd, Sitapura Industrial Area,

Sitapura, Jaipur , Rajasthan 334601

"Planned maintenance today ensures reliable learning environments tomorrow."
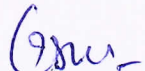
I. PREAMBLE

The Maintenance Policy at Global Institute of Technology (GIT), Jaipur is designed to ensure the effective upkeep, safety, and optimal utilization of the institution's infrastructure, laboratories, equipment, and support facilities. The policy promotes a structured, systematic, and preventive approach to maintenance, aligned with the institute's commitment to providing a safe, sustainable, and high-quality academic environment.

Maintenance at Global Institute of Technology ensures that all physical and technological resources are regularly monitored, efficiently maintained, and promptly restored, thereby supporting uninterrupted teaching–learning processes, research activities, and administrative functions while reinforcing the institution's vision of excellence in technical education.

II. Objectives Of The Maintenance Policy Of Department

1. All computers in the department are connected through the campus LAN and are maintained by the Network Team.

2. The Network Team is also responsible for the maintenance of the firewall, LAN connectivity, campus Wi-Fi, CCTV systems, and overall internet connectivity of the campus.

3. Routine maintenance of computer systems in the laboratories is carried out by the departmental Lab Assistants.

4. If a maintenance issue persists or requires specialized support, the matter is referred to an external vendor in consultation with the Head of the Department (HOD) and the Principal.

5. Any upgradation or modification of the existing network model is carried out by inviting quotations from external agencies and following the central purchase procedure of the institute.

6. The departmental laboratories are designed and maintained to facilitate experimentation and to provide a safe and conducive environment for effective teaching–learning as per the curriculum prescribed by the affiliating University.

7. At the beginning of each semester, the Laboratory In-charge, along with the Laboratory Assistant, ensures the proper functioning of all laboratory equipment.

III.   SCOPE

This Maintenance Policy is applicable to all infrastructure, laboratories, equipment, computing resources, and utilities at Global Institute of Technology (GIT), Jaipur. The policy covers routine, preventive, corrective, and emergency maintenance activities carried out across academic and administrative areas of the institute. All maintenance responsibilities shall be assigned to designated personnel such as the Network Team, laboratory staff, and maintenance agencies. Exemptions or deviations from defined maintenance responsibilities, if any, shall be permitted only with the approval of the Principal or the Head of the Department, in accordance with institutional requirements and operational priorities.

IV.   The procedure for material requirement (if any) for repair and maintenance:

1. The Requisition/Indent of the necessary material requirement will be initiated with requisition form.
2. The Lab In-charge or the concerned faculty or staff invite the quotations from the vendor from whom the necessary material is to be purchased.
3. The comparative statement is prepared and submitted to the administrative office for approval.
4. The negotiations with the vendors are carried out by higher authorities before finalizing the vendor.
5. The store department is then completing the procedure of procurement of necessary material.

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Computer Lab Requisition Form

1. Name of Department : _____

2. Lab Name / Lab No. : _____

3. Requisition Date: _____

4. Purpose of Requisition (Teaching / Practical / Project / Maintenance / Other):

....

5. Item Details Required:

   a) Item Name: _____

   b) Quantity: _____

   c) Specification / Configuration:

....

6. Estimated Cost (if known): _____

7. Justification for Requirement:

....

8. Required By (Date): _____

Requested By(Lab In-Charge) :

Name : ....

Signature: _____   Date: _____

Recommended By (HoD):

Name & Signature: Date:

Approved By: Principal

Signature: _____   Date: _____

V. Corrective & preventive maintenance

- **Corrective Maintenance:**

  Immediate actions taken to identify, troubleshoot, and rectify faults in computer systems, peripherals, networking equipment, and software to restore normal lab operations.

- **Preventive Maintenance:**

  Planned and routine activities such as system updates, antivirus scans, hardware cleaning, data backup, and performance checks carried out to prevent failures, ensure system reliability, and extend the lifespan of laboratory equipment.
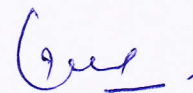
VI . EXPECTED OUTCOMES

- Availability of well-maintained, safe, and reliable infrastructure and laboratory facilities to support effective teaching–learning and research activities.

- Improved performance, reliability, and extended life span of equipment, computing resources, and network systems through regular preventive and corrective maintenance.

- Minimization of equipment downtime and disruption of academic activities due to timely identification and resolution of maintenance issues.

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- Enhanced safety, security, and compliance with statutory and institutional norms across campus facilities.

VII. POLICY REVIEW

The Maintenance Policy of **Global Institute of Technology (GIT), Jaipur** shall be reviewed periodically to ensure its continued relevance, effectiveness, and alignment with institutional goals. The review shall be carried out by the **Departmental Advisory Committee / Maintenance Committee** in consultation with the **Head of the Department** and approved by the **Principal**. Feedback from faculty, students, laboratory staff, and maintenance personnel, along with observations from internal audits and inspection reports, shall be considered during the review process.

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