# B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.

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# MAINTENANCE POLICIES

## About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

## Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

## Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

# MAINTENANCE POLICY

## Introduction

B. P. Poddar Institute of Management and Technology is committed to maintain its physical, academic and infrastructure to support ensuring efficiency, safety, and sustainability. The College Maintenance Committee (CMC) oversees all maintenance activities with a focus to deliver quality service based on cost-effectiveness and optimal asset utilization.

The primary objective is to support the smooth and uninterrupted functioning of academic, administrative and other activities aligned with the Institute's vision and mission through an effective and structured maintenance system.

## Objectives of the Maintenance Policy

The Maintenance Policy of B. P. Poddar Institute of Management and Technology aims to ensure safety, security and support infrastructure for smooth functioning of uninterrupted curricular, co-curricular and extra-curricular activities.

The key objectives are:

1. To provide a safe, clean, and functional campus environment for all stakeholders.
2. To ensure uninterrupted academic and administrative operations through effective maintenance practices.
3. To maximize the lifespan and efficiency of buildings, equipment, and other assets.
4. To minimize risks related to fire, accidents, and safety hazards through regular inspection and preventive measures.
5. To maintain continuous usability of facilities without disruption to educational activities.
6. To protect institutional property through proper planning and preventive maintenance.
7. To ensure quality and timely execution of maintenance activities.
8. To promote energy conservation and efficient utilization of resources.

## Scope:

The Maintenance Policy of B. P. Poddar Institute of Management and Technology covers the systematic management and upkeep of all physical, academic, and support infrastructure of the

institution. It includes maintaining a comprehensive Asset Register for all equipment and machinery, recording details such as date of purchase, funding source, invoice particulars, cost, service contract information (AMC, warranty etc), location of the asset, and the staff responsible for routine monitoring.

The policy establishes a uniform procedure for maintenance and repair activities across all departments and centres to ensure consistency and accountability. It also encompasses the effective utilization of institutional resources for teaching, learning and training purposes, along with the timely replacement of equipment and furniture through a structured process to avoid disruption of services.

To ensure the effective maintenance and upkeep of infrastructure, campus facilities, and equipment, BPPIMT adopts the following systematic practices:

1. The maintenance of college buildings and civil infrastructure is carried out under the supervision of the Office of the Registrar.
2. Electrical installations and water supply systems within the campus are maintained by the Electrical Section, under the monitoring of the Head of the Department of Electrical Engineering.
3. Department-wise stock registers are maintained by the respective Laboratory In-Charge under the supervision of the concerned Head of the Department.
4. Annual stock verification is conducted department-wise by a committee constituted by the Principal.
5. Regular maintenance and upkeep of laboratory equipment and chemicals are ensured by the respective Laboratory In-Charge.
6. Overall cleanliness of the campus is maintained by the Housekeeping Section of the institute.
7. Routine activities such as cleaning of water tanks, waste disposal, pest control, landscaping, and maintenance of lawns are undertaken by the Housekeeping Section and gardening staff.
8. Campus maintenance is continuously monitored through periodic inspections by the concerned authorities.
9. Cleanliness and upkeep of hostel facilities are ensured through coordinated efforts of the Housekeeping Section and the Office of the Registrar.

10. Maintenance and repair of IT infrastructure—including computers, internet facilities (Wi-Fi and broadband), and software updates—are outsourced to qualified technical service providers as and when required.
11. The maintenance of the reading room and periodic stock verification of library resources are carried out regularly by the library staff.

## Responsibilities of maintenance of the infrastructure:

| Sl. No. | Equipment/infrastructure | Routine Check | Monitoring Authority | College-level Coordinator |
|---|---|---|---|---|
| 1 | General Electrical maintenance | Electrician | Representative respective Department | Head of Electrical Department |
| 2. | Air-conditioner | Lab Assistant and Lab-incharge | Head of the respective Department | Head of Civil Department |
| 3. | Generator and Power Supply | Electrician | Head of Electrical Department | Head of Electrical Department |
| 4. | Computers and Peripherals such as Printers, Scanners, LCD/DLPs | Concerned laboratory in-charge | Head of the respective Department | College-level Computer Coordinator |
| 5. | Internet connectivity and Wi-Fi | Lab Assistant and Lab-incharge | Head of the respective Department | Network Administrator |
| 6. | Website Staff | Departmental Computer In-charge | Head of the respective Department | Coordinator-Computer Department |
| 7. | CCTV and Biometric | IT Infrastructure Committee | Principal | IT Infrastructure Committee |
| 8. | Software | Lab in-charge and Subject In-charge | Head of the respective Department | Head of the respective Department |
| 9. | Library | Librarian | Principal | Library Committee |

## Prioritization of Maintenance Work

The prioritization of maintenance activities at BPPIMT reflects the institute's commitment to efficient, timely, and cost-effective upkeep of its infrastructure and facilities. The priority framework ensures that critical maintenance tasks are addressed promptly while optimizing resource utilization. Minimization of downtime or non-functional conditions of facilities—referred to as "vacancy" (i.e., unused or unusable spaces)—is an important consideration in this approach.

### Priority Classification of Maintenance Work:

Maintenance activities at BPPIMT are categorized and prioritized by the competent authority (Office of the Registrar/concerned authority) in the Work Request system as follows:

1. Emergency Repairs
2. Preventive Maintenance
3. Restoration of Facilities / Reoccupation of Unusable Spaces
4. User/Occupant Requests
5. General Cleaning
6. Inspection
7. Miscellaneous Work

### Approach to Maintenance Planning:

BPPIMT places significant emphasis on preventive maintenance and restoration of facilities to ensure effective control over maintenance operations. Scheduled and preventive maintenance activities are undertaken proactively to minimize unexpected breakdowns and reduce reactive maintenance demands.

This structured approach helps in maintaining infrastructure in optimal working condition, enhancing usability, and ensuring a safe and conducive environment for academic and administrative functions.

## Work Procedure

The designated conveners/concerned authorities at BPPIMT shall ensure the establishment and implementation of well-defined procedures for all maintenance activities under their purview. These procedures are intended to facilitate the effective execution of the Maintenance Policy by all concerned personnel.

Each maintenance procedure shall incorporate the following elements:

1. Obtaining prior approval from the competent authority/management before initiation of any work.
2. Submission of a formal work request to the Maintenance Section.
3. Completion and submission of prescribed forms and documentation required for execution of the activity.
4. Specification of the frequency and schedule for routine or recurring maintenance tasks.
5. Preparation and approval of cost estimates for the proposed work.

All established maintenance procedures shall be subject to periodic review and shall be updated at least once every year to ensure their continued relevance and effectiveness.

## Responding To Emergencies

Emergencies shall be treated as the highest priority by the Maintenance Cell. Any maintenance issue shall be classified as an emergency if it:

a) Poses an immediate threat to the life, safety, or health of students, staff, or other campus users; or

b) Has the potential to cause significant damage to buildings, infrastructure, or equipment if not addressed within twenty-four (24) hours.

### Responsibility and Decision-Making:

In situations where there is uncertainty in identifying an emergency, the concerned staff member shall seek guidance from the respective Head of Department (HoD) or the designated authority. In the absence of such authority, the staff member shall exercise sound judgment in determining the urgency of the situation, keeping safety and risk minimization as the primary considerations.

### Emergency Response Mechanism:

The Maintenance Cell shall establish and maintain a 24-hour emergency response system, wherever required, to address emergencies occurring beyond normal working hours. This system shall include:

a) Designation of a maintenance-in-charge on a rotational or duty basis;
b) A panel of qualified and pre-approved contractors for immediate engagement;
c) Provision for open or standing purchase orders to facilitate urgent procurement of materials and services;

d) Ready access to essential campus resources, tools, and materials.

### Reporting and Documentation:

The designated maintenance personnel shall initiate a work order for all emergency works undertaken and submit a detailed report to the Convener/Co-Convener within twenty-four (24) hours of the resolution of the emergency. All such incidents shall be properly recorded for future reference and audit purposes.

## Preventive and Scheduled Maintenance:

Preventive maintenance is an essential component of the planned and scheduled activities of the Maintenance Cell. Its objective is to identify and address maintenance requirements in advance, ensuring timely action and optimal cost efficiency. The programme focuses on the upkeep of critical systems necessary for the smooth functioning of the Institute, including air-conditioning, electrical installations, life safety systems, water supply, and plumbing.

This category includes all maintenance activities that can be planned in advance and scheduled at regular intervals. These routine tasks primarily contribute to the overall appearance, functionality, and comfort of the campus facilities.

# Organization and Operational Procedures of Different Cells

## Civil Maintenance

Civil Maintenance covers all academic buildings, hostels, and estate infrastructure, including facilities such as overhead water tanks, treatment plants, and mineral water plants.

### 1.1 Building Maintenance:

The general maintenance committee shall maintain a comprehensive list of all buildings under maintenance. The inspection frequency shall be determined in consultation with the Principal or the competent authority. Major maintenance works shall be scheduled during winter and summer vacations, while minor works shall be undertaken as required without disrupting academic activities.

Building maintenance shall include activities such as plumbing, painting, carpentry, and minor civil works. The scope shall cover all structural and functional components, including

classrooms, seminar halls, floors, walls, ceilings, doors, windows, hardware, and restroom fixtures such as commodes, lavatories, urinals, partitions, mirrors, and exhaust fans.

The Building Maintenance In-charge shall prepare a periodic inspection schedule. Upon completion of inspections, observations, actions taken, and dates shall be recorded. Additionally, complaints and suggestions related to buildings shall be recorded in a register maintained by the Supervisor. Maintenance actions shall be initiated based on inspection findings and recorded feedback.

### 1.2 Water Tanks and Drinking Water Systems:

Overhead water tanks shall be cleaned at least once every six (6) months. Water samples shall be tested before and after cleaning, and test reports shall be submitted to the Principal or designated authority for review. Drinking water coolers shall also be serviced and maintained periodically, at least once every six (6) months.

## Electrical Maintenance

Electrical Maintenance includes all electrical systems in academic buildings, hostels, and associated facilities such as generators and air-conditioning units.

The Electrician shall maintain a list of electrical equipment requiring periodic maintenance. All complaints related to electrical issues shall be recorded in a register maintained at the powerhouse, and necessary repairs shall be carried out accordingly.

The maintenance scope shall include all electrical components such as switches, outlets, GFI outlets, light fixtures, exit lights, emergency lighting, earthing systems, electrical panel boards and transformer.

A preventive maintenance schedule shall be prepared based on past failure data and manufacturer recommendations. All maintenance activities and breakdown incidents shall be properly recorded.

### 2.1 Electrical Maintenance Procedures:

- Routine electrical maintenance shall include:
- Inspection and proper functioning of switches and replacement of defective components
- Replacement of damaged light fixtures, diffusers, and reflectors
- Inspection and maintenance of exit and emergency lighting systems
- Checking electrical panels for corrosion, overheating, or damage

### 2.2 Generator Maintenance

Manufacturer guidelines and specifications shall be followed for generator maintenance. A logbook shall be maintained to record cumulative running hours and maintenance activities.
Maintenance activities shall include:

- Replacement of fuel filters
- Checking and adjustment of governor for correct speed
- Monitoring fuel levels
- Draining water from the tank and checking for contamination
- Changing engine oil and filters and performing lubrication
- Inspection of the cooling system for leaks and blockages
- Cleaning of generator windings, if required
- Proper disposal of used oil and fuel residues after maintenance

## General Maintenance

General Maintenance includes laboratory equipment, fire safety systems, first aid facilities, housekeeping, and hostel/mess equipment.

### 3.1 Laboratory Equipment and Accessories:

Laboratory Technicians or Laboratory In-charge, in consultation with HoDs, and Supervisors in consultation with registrar, shall prepare a list of maintenance activities.
Each laboratory shall maintain an inventory of equipment requiring periodic maintenance, based on manufacturer recommendations. Preventive and breakdown maintenance may be carried out internally or through Original Equipment Manufacturers (OEMs), suppliers, or approved service agencies.
A list of approved service providers shall be maintained with details of services offered, with approval from the Principal. New agencies may be added based on procurement of new equipment, replacement needs, or manufacturer recommendations. Agencies may be removed based on unsatisfactory performance, with approval from the HoD/Principal.
Preventive maintenance schedules shall be maintained, and all maintenance activities shall be recorded. Registers shall also document spare replacements (other than routine items) and complaints or suggestions related to equipment. Maintenance actions shall be initiated accordingly.

### 3.2 Fire Extinguishers and First Aid Facilities:

Fire extinguishers shall be installed at designated locations across campus. The Estate Supervisor shall maintain records of their type, location, inspection frequency, due dates, and refilling status.

First aid facilities shall be maintained in the dispensary with required medicines and equipment. A qualified doctor shall be appointed to provide medical services during prescribed hours. A list of first aid equipment shall be maintained and displayed.

### 3.3 Hostel and Mess Equipment:

Hostel and mess equipment such as cots, fans, lighting, televisions, cooking vessels, and stoves shall be maintained by the Deputy Warden or Mess In-charge. These shall be periodically monitored by DGM (Administration) and the Principal/Resident In-charge. Maintenance shall be carried out based on feedback and routine inspections.

### 3.4 Housekeeping:

All campus areas, including classrooms, laboratories, offices, seminar halls, auditoriums, hostels, mess, kitchens, restrooms, and common areas, shall be cleaned daily. Housekeeping records shall be maintained by the concerned In-charge.

Campus cleanliness shall be regularly monitored, and observations shall be recorded. Corrective actions shall be taken in consultation with the DGM, and records shall be maintained.

## Corrective and Preventive Actions

Deviations in scheduled preventive maintenance shall be reviewed once every semester and documented. Repeated breakdowns shall also be analyzed. Based on such reviews, appropriate corrective and preventive actions shall be identified, implemented, and recorded by the concerned In-charge.

## Calibration and Verification

All measuring and testing equipment requiring calibration shall be calibrated either by approved external agencies or trained internal personnel, following documented procedures.

Approved external agencies shall ensure appropriate environmental conditions during calibration and report relevant parameters such as temperature and humidity. For in-house calibration, the respective Laboratory In-charge or HoD shall ensure suitable conditions.

A calibration register shall be maintained, recording equipment details, serial numbers, last calibration date, and next due date. Calibration frequency shall be determined based on equipment usage history and its impact on performance.

Employees shall submit expired equipment for recalibration, and the HoD shall ensure timely recall of such equipment. Instruments failing calibration shall be withdrawn from service and either repaired or replaced. Repaired instruments shall be recalibrated before reuse.

All instruments shall be stored and handled properly to maintain accuracy and prevent damage.

### Verification

Where calibration against traceable standards is not feasible, verification shall be carried out using validated reference methods or known standard objects. Such reference standards shall be preserved to prevent deterioration or damage. Verification procedures and their justification shall be properly documented.

## Junk Disposal

The Institute has constituted a dedicated Junk Disposal Committee responsible for the systematic and compliant disposal of obsolete materials, including old papers, manuals, damaged wooden items, iron structures, and electronic waste (e-waste). The Committee ensures that all such items are properly identified, segregated, and documented prior to disposal. Disposal is carried out exclusively through authorized and environmentally compliant scrap dealers, selected via a transparent process of inviting and evaluating competitive quotations. This mechanism ensures fair value realization, adherence to statutory regulations, and environmentally responsible handling of all categories of waste.

### 6.1 Non-hazardous solid waste:

All obsolete materials such as old papers, manuals, damaged wooden items, and dismantled iron structures shall be managed through a structured disposal framework emphasizing segregation, reuse, and recycling. Paper-based waste, including outdated manuals and documents, must be segregated and securely disposed of through shredding where confidentiality is required, followed by transfer to authorized paper recycling vendors. Destroyed or unusable wooden materials should be assessed for reuse; non-reusable wood shall be directed toward approved recycling channels or environmentally compliant disposal methods. Scrap iron and metallic structures must be collected, categorized, and stored in

designated areas before being handed over to licensed scrap dealers or recycling agencies for material recovery.

### 6.2 E-Waste:

Electronic waste (e-waste), including obsolete computers, peripherals, batteries, and other electronic devices, shall be handled with strict adherence to environmental and regulatory standards. E-waste shall only be transferred to government-authorized recyclers or certified e-waste management agencies to ensure safe material recovery and disposal of hazardous components such as lead, mercury, and cadmium. Periodic training and documentation should be maintained to ensure traceability, regulatory compliance, and environmentally responsible handling of all electronic assets.