

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

PSVPEC provides services that meet or exceed the expectations of stakeholders. We are actively pursuing a programme of quality improvements in the maintenance which will help us to provide a service that is 'right from first time' PSVPEC have implemented a quality management system that complies with the international standard ISO 9001:2015. PSVPEC is committed to monitor the effectiveness of our quality of the maintenance system and aims to continuously improve the service and operations to meet the requirements of our stakeholders as well as our legal and regulatory responsibilities.

**System and Procedures** A maintenance wing which is under the control of administration is taking care of the complete campus maintenance which includes buildings, class rooms, water supply, gardens, Housekeeping, roads of all the areas. Infrastructure coordinator monitors activities in this connection. A maintenance register is available in the office, in which all the infrastructure related complaints and recommendations are registered. This ensures the proper functioning and improvement of the equipment and other facilities. All the equipments, instruments, machineries are properly used and maintained as recommended by the manufacturer to minimize the wear and tear damages. PSVPEC has a list of vendors for maintaining and up keeping the infrastructure. In case of any failure or requirement of repair / service, concerned in-charges will execute a work requisition in the prescribed format through HOD to carry out the maintenance activities. PSVPEC is maintaining an equipment history register to record the complete history such as name plate details, periodical service, spares replacements, breakdown details, etc., of all the equipments, instruments and machineries. All the applicable equipments and instruments are subjected to periodical calibration externally and internally to ensure its accuracy. The history of calibration of the equipment and instrument is being maintained in a calibration register in the respective laboratories / locations. This ensures a precision and good maintenance of instruments which are made available to the students during their practical sessions Preventive maintenance work is carried out during the vacation periods. PSVPEC is prepared to execute annual maintenance contract if necessary. Water tanks, water coolers and RO plant are subjected to periodical cleaning and maintenance to provide a quality service to the campus. A register is being maintained to record the history of

maintenance activities for water tanks, coolers, RO plant and fire extinguishers. All electrical fittings are subjected to periodical checkup to ensure its functionality. A register is being maintained to record the history of verification, spares replacements and service. Each Department ensures that all the equipment is working properly without error by making trial run periodically Sensitive equipments are maintained with the proper safety provisions in all the laboratories through the respective in-charges Electricians and the supporting staff take care of electrical equipment's and their regular maintenance schedule Computers in the laboratories are provided with UPS connection to protect the equipment's and accessories against power fluctuations and shutdown as well The institution functions with high powered Generator to provide uninterrupted power supply to the campus.

