

**V.S.M. COLLEGE (AUTONOMOUS)
RAMACHANDRAPURAM**
NAAC Re-accredited with 'B' Grade at 2.69 CGPA
(Affiliated to Adikavi Nannaya University, Rajamahendravaram)



4.4.2 Maintenance Procedures

STANDARD OPERATING PROCEDURES FOR CIVIL MAINTENANCE

List of problems can be identified with the following building components

- Walls
- Flooring
- Roof
- Doors and Windows
- Plumbing
- Sanitation
- Over head and underground tanks

Scope

- Applicable to all the departments in the Institute.

Responsibility

- Faculty in-charge inspects the premises at regular intervals and identifies the problems
- Takes action upon the complaints received from various sections subjected to the degree of urgency of the problem.
- Checks whether all the water storage and sanitation systems are cleaned at regular intervals

Structure

The SOP comprises of the activitiesv

- Receiving the complaints
- Identification of the problem
- Attending to the problem using the expertise of the skilled workers
- Inspection of the maintenance works

Details of the activities

- Attending to the problem
- If any material required for that to get the approval from the Principal
- A request comprising the problem through the HOD and the Principal has to be received
- If the works involves more financial support quotations are invited from the vendors
- Preparation of the comparative statement
- If the cost of the requirement exceeds Rs. 15,000/- approval may be obtained from the Management by the Department
- Calling vendors for negotiations
- Finalizing the procurement
- Placing the purchase order

Records to be maintained

- Maintenance works Register
- Stock Register
- Complaint Register

Complaint Sheet

Date :

S No	Description of the complaint and location	Date of receiving	Date of action taken	Remarks

Faculty in-charge
Civil Maintenance

Purchase Order

Date:

To

----- (Vendor)

Sub.:

Ref.:

S No	Description	Number Required	Rate	Amount (Rs)

Taxes

Freight and Transport

Total =====

Rs.

Faculty in-charge

Principal

STANDARD OPERATING PROCEDURES FOR MECHANICAL MAINTENANCE

Purpose: The purpose of the SOP is to ensure the effective Mechanical Maintenance of the equipment in the Institute as and when required in a shortest possible duration.

Scope: The procedure is applicable all the equipment which requires mechanical maintenance.

Purpose: FIC- Mechanical Maintenance

Structure: This SOP comprises the following activities

- Identifying the cause of the problem
- Identifying the technician
- Carrying out the tasks

Details of the Activities

- As soon as the complaint is received with details (including warranty period) identify the problem.

Procedures:

1. Identify whether the equipment is within the warranty period. If yes then contact the supplier or the concern person.
2. Identify the problem with the equipment.
3. Identify the technician of the the Organization who can rectify the problem.
4. If not identify the person outside the Organization who can repair the equipment. If necessary contact the vendor/supplier of the equipment.
5. Call the person and instruct him to check the equipment.
6. If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
7. If the items required, then send a proposal to purchase though the proper channel concened HOD.
8. After the items purchased, the equipment will be repaired by the person,
9. The remuneration bill (repair cost) will be sent to the Accounts Office through the proper channel.

Records to be maintained

1. File containing the complaints
2. Register to record the status and remarks of the complaint.

GENERAL ELECTRICAL EQUIPMENT MAINTENANCE

Documentation of activities

1. Maintenance of the Power House.
2. Maintenance of repair of general equipment.

1. Maintenance of the Power House

The following activities are involved in the maintenance of the Power House.

- I. Checking the diesel in the storage tank daily and fill it full if it is not up to the mark.
- II. Replenishing the stock of the diesel atleast every 15 hours run of each generator

To procure the diesel the following procedure is followed.

- a. Putting up an office note by faculty-in-charge of power house to the Principal in standard format for approval to purchase diesel and also for transportation through HOD.
 - b. After getting the approval from the Principal cash must be collected from the Accountant.
 - c. Diesel for approved money is purchased and details are entered in stock register and bills are submitted to the Office.
- III. Checking detailed water level daily and if any shortage is found, it must be rectified. For procuring distilled water, the above procedure is followed.
 - IV. Checking water level in radiator daily and filling it, if it is necessary.
 - V. Checking lubricant oil daily.
 - VI. Checking specific gravity of distilled wter of batteries daily.
 - VII. Verifying daily due dates of servicing of generators.
 - VIII. Maintaining load balance in three phases of generators.
 - IX. Painting the plinths and machines for every year.
 - X. Registering the number of working hours of each generator and going for maintenance once predermined time is reached.
 - XI. Checking earth resistance and watering the earth pits weekly.
 - XII. Checking radiator fan belt daily.

STANDARD OPERATING PROCEDURE FOR MAINTENANCE OF COMPUTERS (HARDWARE & SOFTWARE) AND NETWORKING

1.0 PURPOSE

The purpose of this standard procedure (SOP) is to prepare the maintenance of computers (Hardware & Software) and networking

2.0 SCOPE

This procedure is applicable to maintenance of computers in all the departments.

3.0 RESPONSIBILITY

Hardware and networking maintenance in charge and AO

4.0 STRUCTURE

This SOP comprises the following Information :

- General procedure
- Repair request form
- Policies and procedures

5.0 DETAILS OF THE INFORMATION

5.1 General Procedure

- Whenever there was a problem with computer hardware and software the respective lab-in charge have to fill the repair request form.
- Each and every department lab-in charges should maintain a copy of repair request form.

5.2 Repair Request Form

- **DATE:**
- **NAME:**
- **DEPARTMENT/DESIGNATION:**
- **EQUIPMENT:**
- **TYPE OF REPAIR:**
- **SIGNATURE OF HOD**

**Signature of Lab In charge/Staff
Requesting Repair**

s.no	Dept/lab	Type of repair	Date of receipt	Date of problem attended	rectified	
					date	sign

5.3 Policies and Procedures

- The Repair Request Form Has to be signed by the Concerned Lab-In charge And By The HOD.
- After Duty Signed By The HOD And Lab-In charge The Repair Request Form Comes To Ao Through The Principle.
- Then Ao Will Make To The Concerned Hardware And Networking Maintenance Incharge.
- The Networking And Hardware Maintenance Incharge Will Maintain One Log Book Containing The Repair Request Form.
- Priority Is Assigned To The Form According To The S.No.
- As Per The Priority Of The Maintenance The Concerned Hardware/Networking Personal Will Attend To The Problem
- If The Problem Is Solved There Itself The Maintenance Call In The Maintenance Register Will Be Closed.
- If Money Is Needed ,The Information Will Be Brought To The Principal To Purchase The Hardware/Networking Products.
- If The Amount Is Below 10,000/- That Will Be Approved By The Principal Otherwise The Request Will Be Sent To The Management.

6.0 RECORDS TO BE MAINTAINED

To Record the Problems And The Time Of Their Resolving The Following Should Be Maintained

1. Repair Request Form
2. Log Book Containing Repair Request Forms
3. System Maintenance Register

7.0 MODIFICATION

8.0 DISTRIBUTION

9.0 BACK DOCUMENTS

STOCK VERIFICATION

1.0 PURPOSE

The purpose of this standards operating procedure (SOP) is to ensure development of stock verification procedure.

2.0 SCOPE

The various items of stocks both non consumable and consumable shall be physically verified for their intactness, working condition and quantity as per stock register and to report for the discrepancies ,deficits ,working condition etc.

This stock verification and the procedures laid down shall be carried out in each department.

3.0 STRUCURE

This SOP comprises the following activites.

- Bills procurement for items purchased.
- Accession register.
- Stock registers.
- Stock verification procedure.
- Obsolete items.

4.0 DETAILS OF ACTIVITES

4.1 Bills Procurement For Items Purchased:

- Various Items Are Being Purchased After Necessary Approval Obtained By The Prinicpal/Management.
- Every Purchase Shall Be Made In The Name Of Principal ,Vnrjiet And Bills ,Vouchers ,Invoices, Delivery Challans Etc Shall Be Obtained In Triplicate.
- Items /Equipments Shall Be Received In Good Condition And Certified To That Extent By The Hod Or By The Purchasing/Receiving Officer And Laboratory In Charge And The Same Shall Be Recorded On The Invoices Or Delivery Challans. Defected /Damage Items Shall Be Rejected.

4.2 Stock Registers

- The Items Of Purchase Can Either Be Consumable Or Non-Consumable.
- Separate Registers Shall Be Maintained For Both Consumable ,Non-Consumable And Obsolete Items And Entries Be Made Accordingly .
- All Entries For Various Items Of Purchase After They Are Dully Entered In The Accession Register(Day Book) Shall Be Transferred To The Individual Stock Registers Maintained At The Section /Department/Laboratory Level .
- In The Stock Registers, A Ledger Shall Be Maintained For Each Item Of Purchase Or Entry Separate Pages For Each Item With Serial Number Are Created And Entries Be Posted An Account For Each Item Is Thus Maintained. An Index Is Also Maintained In The Stock Register.
- In Cases Of Borrowing Or Lending Of Any Tools /Equipment Or Any Other Item Shall Clearly Be Stated In The Stock Register In Te Column Remarks. This Transfer Shall Be Endorsed By The Section Heads Or Hods While Exit And Entry.

4.3 Stock Verification Procedure :

- it helps to keep updated records for the intactness performance and cost appraisal purpose.
- It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections/laboratories of each department.
- These teams will appraised for the physical presences of the item, intactness, performance etc. and make suitable recommendation or remark during verification the in-charge of laboratories /sections shall cooperate with the verification team.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The team members personally visit each department/ laboratory /section and physically verify the stocks as per the information or records or stocks register presented by the heads of the departments.
- The discrepancies, lapses, physical presences of items, working condition of items, events of lending & borrowing etc, shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the principal.
- Stocks shall be verified at least once in 3 years.