



## AGNEL INSTITUTE OF TECHNOLOGY AND DESIGN

Agnel Technical Education Complex,  
Assagao, Bardez - Goa 403 507  
Email: [aitdgoa@gmail.com](mailto:aitdgoa@gmail.com)  
Website: <https://www.aitdgoa.edu.in>



### MAINTENANCE POLICY

#### **Policy Statement:**

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc.

#### **Objectives:**

- To maintain classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of college buildings
- To ensure proper maintenance of CCTV cameras within the campus.
- The College vehicles are maintained by the drivers under the Maintenance Incharge and the repairs of the vehicles are outsourced, whenever necessary
- To check the overall cleanliness of the campus that is done by Housekeeping section of the college.
- To ensure regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of gardens/lawns done by college housekeeping section and gardening staff.
- To ensure uninterrupted power supply

#### **Maintenance Procedure:**

- The Institute possesses spacious classrooms which have sufficient number of fans and tube lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance appointed by the Management.
- The College gives Classrooms and other facilities for rent for conducting exams during holidays and vacations.
- Campus Wi-Fi and internet is maintained by Computer Center Staff, however networking comes under maintenance.
- Air conditioning is available in several locations of the Institute. The heating, ventilation, and air conditioning (HVAC) system is maintained by well-qualified technical associates. The technical team cleans the machines on a monthly basis and reports to the Maintenance Incharge.
- Any problem that occurs in a department is represented to the Maintenance Incharge through a mail or through telephonic conversation.

**Principal**

**Agnel Institute of Technology and Design**  
Agnel Technical Education Complex  
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- The Maintenance Incharge deputs a skilled person/technician to attend to the specific problem.
- The skilled person will resolve the problem on site if no additional material is required. In case of material requirement, the concerned person directly contacts Maintenance Incharge.
- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of Maintenance Incharge.
- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, colouring and painting for structures.
- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.
- Annual inspection is done for Fire Safety by AP state Disaster Response, and Fire Service Department and issues fire safety certificate.
- While purchasing any new equipment, the terms of Annual Maintenance Contract (AMC) are also taken into consideration before deciding the purchase.
- Purchasing new tables, benches, chairs, boards, screens, curtains and other consumables is done by raising the requisition to the Principal and the same is presented before the Management for approval
- Fire extinguishing System: The Institute has installed fire extinguishing systems all around the campus. Periodic checks are often performed to ensure all fire extinguishing systems are in working condition.

Prajyot Ugvekar  
Maintenance Incharge

Prof. Laxmikant Bordekar  
Registrar

Dr. V. Mariappan  
Advisor

Dr. J. William  
Ofg. Principal