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The Institute Infrastructure Maintenance & Sustainability Committee (IIMSC)

Purpose

The Institute Infrastructure Maintenance & Sustainability Committee (IIMSC) is dedicated to providing an optimal environment for all within the institute. This includes ensuring **uninterrupted utilities, equipment, and facilities**, as well as a **safe, clean, and hygienic workspace** through diligent maintenance, repairs, and general upkeep of all institute buildings, property, common areas, and grounds. The IIMSC also periodically reviews the **capacity utilization of existing infrastructure and facilities**, offering recommendations to the Board of Governors (BOG) on all matters related to facility management and utilization.

Scope

The IIMSC's scope encompasses:

- **Optimizing resource utilization** based on the evolving needs of education, research, and administration.
- **Coordinating facility allocation and utilization** to ensure the most efficient use of resources like laboratories, sports complexes, the library, and classrooms across the campus.
- **Reviewing new infrastructure requirements** and presenting these to the BOG on a regular basis.

Composition

The Maintenance Committee is composed of:

1. **Director General** - Chairman
2. **Admin Manager** - Secretary
3. **Two Faculty Members** nominated by the Director - Members



Quorum of the Committee

- i. The Committee will convene at least once every six months. All resolutions passed by the Committee will be submitted to the BOG for their consideration and action.
- ii. A quorum for a meeting of the Committee requires half of its members to be present. No quorum is necessary for an adjourned meeting.

Duties and Responsibilities

The IIMSC is responsible for a wide range of duties, ensuring the smooth and sustainable operation of the institute:

- i. **Implementing and overseeing the Water Conservation and Management Policy.**
- ii. **Implementing and overseeing the Solid Waste Management Policy.**
- iii. **Implementing and overseeing the Institute Environment Policy.**
- iv. Conducting preventive maintenance on all laboratory equipment.
- v. **Maintaining the institute grounds** through regular weeding and levelling.
- vi. **Maintaining all ICT facilities**, including computers and servers.
- vii. Performing periodic maintenance of projectors and other essential equipment.
- viii. **Minimizing e-waste** by prioritizing the servicing and reuse of electronic gadgets such as projectors, computers, printers, and photocopiers.
- ix. Ensuring the **maintenance of campus Wi-Fi** by laboratory staff.
- x. **Upgrading laboratories and computers** as per evolving requirements.
- xi. **Maintaining comprehensive records** of all laboratory equipment and their maintenance history.
- xii. Ensuring **cleanliness and hygiene** throughout the institute with the support of housekeeping staff.
- xiii. **Identifying requirements and initiating Annual Maintenance Contracts (AMCs)** for lifts, computers, printers, photocopy machines, cameras, water coolers/filters, gardening, and general cleaning. These AMCs will be finalized by the Director office based on management recommendations.
- xiv. **Maintaining the grounds** for various competitions and Annual Sports Events, in consultation with the Sports Committee.
- xv. **Maintaining the structural and system integrity of buildings**, including any alterations to: windows, walls, doors, locks, lights, floors, ceilings, roofing, high and low voltage electrical distribution, lift safety systems, air supply and exhaust distribution systems, chilled and hot water distribution piping, sanitary and lab waste systems, and domestic water systems.
- xvi. Performing **preventative maintenance** on building fire systems, RO plants, and lifts.

The institute staff will specifically manage the following maintenance-related issues:

I. Carpentry and General Services

- i. Installation and repair of doors, hinges, doorstops, and structural building repairs.
- ii. Installation and repair of window treatments.
- iii. Glazing and fly screen repairs.



- iv. Repair of damaged walls and ceilings.
- v. Maintenance of furniture and fittings.
- vi. Repair/replacement of damaged windows.
- vii. Whiteboard, Smartboard and Projector mounting.
- viii. Floor covering repairs and replacement.
- ix. Wall and floor ceramic tiling maintenance.
- x. Locksmith services, including key replacement, lock repairs, and re-keying of doors.

II. Electrical

- i. Operating complex electrical infrastructure, including the high-voltage system, to serve the campus.
- ii. Maintaining high-voltage distribution and building electrical systems.
- iii. Replacing circuit breakers.
- iv. Repairing electrical outlets/power points.
- v. Repairing interior and exterior lighting.

III. Air Conditioning (HVAC)

- i. Testing and maintaining air conditioning systems to ensure they meet design specifications.
- ii. Repairing air conditioners, refrigerators, and heaters.
- iii. Disposing of redundant equipment responsibly.

IV. Painting

- i. Painting interior and exterior facilities as prioritized and scheduled.
- ii. Removing graffiti.

V. Plumbing

- i. Repairing and maintaining all plumbing (pipes and fixtures) integral to building operation systems.
- ii. Repairing leaky faucets, drains, and pipes.
- iii. Servicing clogged drains, sinks, and toilets.
- iv. Repairing tanks, valves, traps, and heat exchangers.
- v. Performing drain repairs.
- vi. Conducting roof/gutter repairs.

VI. Firefighting System/Equipment

- i. Checking that systems/equipment are in place and undamaged or unobstructed.
- ii. Inspecting and testing the operation/function of systems/equipment regularly.

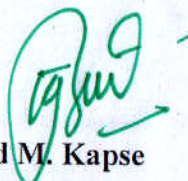


VII. Gardens

- i. Green space care and management.
 - ii. Lawn care and maintenance.
 - iii. Pruning trees and shrubs.
 - iv. Maintaining and managing sports grounds.
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General Maintenance Procedures

- i. Department heads will register the requests in the maintenance register to the Maintenance Department for any repairs, routine maintenance, or breakdowns. The Administrative Officer/Manager (Admin) will then assign the relevant technician/electrician to address the job within two working days. Upon completion, the technician/electrician will record the work in the maintenance register and obtain a signature from the requesting department head.
- ii. If work cannot be completed within the stipulated timeframe, the Maintenance Department will inform the requesting department of the reason for the delay and provide an estimated completion time.
- iii. For equipment or machines not covered by warranty or a maintenance contract, the department may choose to have repairs performed by an external vendor or manufacturer.
- iv. All records pertaining to equipment/machine warranties and maintenance contracts will be maintained by the department housing the equipment/machines.
- v. Similarly, all records for sports equipment warranties and maintenance contracts will be maintained by the Sports Department.
- vi. The respective Librarian is responsible for the proper maintenance of all reading materials, whether electronic or non-electronic.
- vii. In the event of any breakdown or repair work, the Lab In-charge, through their HOD, will contact the vendor from whom the equipment was purchased to arrange for inspection and timely repair.



Dr. Vinod M. Kapse
Director

Copy through ERP:

- Hon'able M.D/ A.M.D for kind information pl.
- Executive VP for Kind information pl.
- Director General for kind information pl.
- All Directors, All Deans, All Associate Deans & All Heads
- Registrar for record