

RAISONI GROUP OF INSTITUTIONS

Date: 30-04-2015

Subject: SoP for sub-pillar 1/6 (ii) - Repairs and Maintenance of equipments.

1. Key Objectives:

- 1.1 To have all equipments, instruments, machinery always in working condition.
- 1.2 To avoid academic loss of students because of faulty equipments.
- 1.3 To obtain rational results of experiments.
- 1.4 To provide preventive maintenance to avoid future heavy repairs.

2. Key Pre requisites:

- 2.1 Predefined annual maintenance contracts for some items.
- 2.2 List of various dealers who are dealing with repairs of equipments.
- 2.3 List of faulty equipments to be repaired.

3. Areas Covered under SoP:

- 3.1 This SoP mainly covers repairs and maintenance of equipment, instruments and machinery used in the laboratories such as
 - Laboratory equipments, Kits, Instruments such as CRO, FG, Balances, Meters etc. used in Electronics / Physics / Chemistry department.
 - Machinery in Work shop / Mechanical / Civil / Electrical laboratories.
 - Equipment used in class rooms for teaching purpose such as LCD, Digital Boards, TVs etc.
 - Xerox machines, Water Coolers, ROs, Aqua guards, Telephone etc.
 - Generators, Motors, Electrical machines

4. Areas Not Covered under SoP:

- 4.1 For following items existing procedure of repairs and maintenance carried out by HQ teams will continue.
 - Building Maintenance such as Plumbing, Electrical, Civil items.
 - Computers, Peripherals.
 - Air Conditioners.

Key Activities:

5. Grouping of faulty equipments:

- 5.1 HoDs shall prepare list of faulty equipments in each laboratory as per calendar.
- 5.2 List of all laboratories should be compiled by HoD.
- 5.3 Electronics department should include common equipments like CRO, FG etc. from Physics department also.
- 5.4 Grouping of equipment shall be done based on nature of repairs e.g.
 - Electronics kits, CRO, FG, Physics instruments etc.
 - Generators, Motors, Electrical machines, Xerox machines etc.

- Workshop / Mechanical / Electrical Engineering Machinery / Civil Engineering laboratory equipments etc.
- Survey Instruments.
- Water coolers, ROs, Aqua guards etc.

6. Identify dealers:

- 6.1 HoDs shall identify atleast 2-3 local dealers for each group.
- 6.2 In case dealers are not available locally, dealers from other places should be identified.
- 6.3 In some cases there may be monopoly of some dealer. Does not matter.
- 6.4 All Principals / Directors may contact each other to find out appropriate dealers.

7. Call quotations:

- 7.1 HoDs shall prepare the list of equipments which need repairs.
- 7.2 Dealers shall be invited to inspect faulty equipments and should be asked to check the faulty equipment and submit their quotations.
- 7.3 Equipment wise quotations should be collected.
- 7.4 Comparative statement shall be prepared.
- 7.5 Negotiations shall be done with the dealers.
- 7.6 To maintain uniformity in all departments and to obtain better results, it is advisable to constitute a committee of 2-3 senior faculty for negotiations.

8. Issuance of work order:

- 8.1 Once the rates are finalised, work orders shall be issued by Principal/ Director.
- 8.2 In some case such as water coolers, ROs, Xerox machine etc. Annual maintenance Contract may be done.

9. Authority:

- 9.1 Proposal shall be initiated by Head of the Department.
- 9.2 It shall be finalised by the Principal / Director.

10. Passing the bill:

- 10.1 The bill shall be submitted to the Principal.
- 10.2 HoD shall complete all formalities.
- 10.3 Bill should be thoroughly scrutinized.
- 10.4 Payment shall be made as early as possible.
- 10.5 Bill shall be accompanied by the certificate from HoD as below.

Certificate

This is to certify that all the instruments mentioned in this bill have been repaired by M/S. On satisfactorily, faults have been removed, and instruments are now in order, rates and calculations are verified and found correct.

Lab Inchage

Head of the Deptt.

11. Movement Register:

- 11.1 Instrument to be sent outside for repairs shall be issued on gate pass only.
- 11.2 Instruments sent outside must be brought back within reasonable time limit.
- 11.3 Maximum time allowed for repairs to be carried out outside should not exceed 15 days.
- 11.4 Regular follow up action shall be taken by HoD towards instrument sent outside.
- 11.5 Responsibility should be entrusted to some HoD to take a review of equipments sent on gate pass.
- 11.6 Person responsible to take a review should take review of equipments issued on gate pass twice a month.

12. Six monthly Reviews.

- 12.1 Review of faulty equipments shall be taken by HoD in May and October.
- 12.2 Repairs should be carried out before commencement of classes of semester.
- 12.3 However, repairs process may be ongoing throughout the year.

13. Financial Provision:

- 13.1 Initially an amount of Rs. 1.0 lakh shall be placed at the disposal of Principal / Director of Engineering College.
- 13.2 An amount of Rs. 50,000/- shall be placed at the disposal of Principal of Polytechnics.
- 13.3 For Colleges other than Engineering, existing procedure shall continue.

14. Key outcome:

- 14.1 Equipment will be always be in order.
- 14.2 Academic loss will not take place.
- 14.3 Results will improve.
- 14.4 Customer satisfaction will improve.
