

VISTAS Maintenance Management System inclusive of Physical, Academic and Support facilities

**Physical facilities**

Checking of Buildings, Laboratories, Class Rooms, Library, Computers, General Maintenance, Environmental Services and Electrical Maintenance etc.,

Facilities		Operation
Annual Maintenance for all major equipment	:	Annual Maintenance
Annual stock verification of all departments equipment	:	Annually
Civil work	:	Once in two years (As when required)
Cleaning of Class Rooms, Laboratories, Library, Floors and Hostels etc., Brooming & Mopping	:	Daily Two Times
Emptying waste baskets	:	Daily
Green cover Garden	:	Maintaining by the Gardeners
Computer maintaining	:	Scanning of Virus periodically AMC is followed All the software tools are updated
Maintenance of ICT Smart Class rooms and the related system	:	Maintained with AMC
Lock and Key control of each and every Class Rooms, Laboratories and Main Blocks	:	Maintained by concerned Lab.Asst., daily and recorded in the security
Disposal of damaged Furnitures and unused equipments	:	Maintenance department.
Cleaning of Building /Walls / Doors / Windows	:	Weekly one
Grounds	:	On daily basis
Electrical equipments	:	As and when needed
Building service requirements like Painting, wiring, plumbing works etc.,	:	When need arises
Fire Extinguishers	:	Inspected periodically
Toilets / Rest room / Wash basins etc.,	:	Two times daily

<b>Academic</b>		
Annual stock verification of Books	:	By staff members of various departments.
Deployment in Library	:	By OPASS System
Shifting & moving of Books	:	Periodically
Cleaning of Lecture Halls, Conference Room, Auditorium, Class Rooms, Every block floors, staircases	:	Daily basis Brooming & Mooping
Cleaning Sports equipments	:	Daily
Cleaning Gym and indoor Games hall	:	Daily
Computer of each & every department	:	Maintained and administered by the System engineers, & system administrators.  Their routine work consists of deleting unwanted programs. Defragment of Disks, Scan for Virus and regular cleaning etc., and also separate contractor to collect e-waste.
Internet and Wi-Fi facilities	:	Managed by IT Manger
<b>Support facility</b>		
Water treatment, RO Plant, (Safe drinking water for entire campus)	:	Maintenance department team
Bio-Gas plant- Biodegradable waste is converted in to manure by a modern machine	:	Dispose of manure – by Maintenance department
Solar system is used for generation of Electricity	:	Well maintained by the Electrical department
UPS & Generator	:	Service is done regularly by Exotic Power Solution Pvt. Ltd.,
Website of the University	:	Maintained data updating regularly
ERP	:	Updated by First Line Infotech Pvt Ltd.,
Cyberoam firewall is installed to correct to control to bandwidth utilization	:	Daily Monitoring and Maintained by IT department
CCTV camera in each block	:	Daily Monitoring and Maintained by IT department
Mess facility for Hostel students	:	Daily Monitoring
24 Hrs Clinic – Apollo Shine Hospital	:	24 Hrs with Ambulance

Bank extension counter & ATM	:	Daily
Canteen & Refreshment stall	:	Daily
Generic Medicines Pharmacy	:	Daily
Guest House	:	Daily
Staff Quarters	:	Daily
Post Box Clearing	:	Daily