



yuva kshētra[®]

Institute of Management Studies (YIMS)

Ezhakkad, Mundur, Palakkad - 678631, Kerala.

ACCREDITED BY NAAC WITH B+ GRADE (1st CYCLE)

Affiliated to the University of Calicut & Managed by the Diocese of Palghat



4.4.2

MAINTENANCE POLICY



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Maintenance Policy

Yuvakshetra Institute of Management Studies (YIMS) has a framework for maintenance of its laboratory equipment, computers, ICT facility, buildings, vehicles, and other facilities. The college, located at the outskirts of the town, always has a reserve of its physical facilities for smooth running of the office. Scrap or condemned equipment, spares and expired consumables are properly disposed as per the Waste Management Policy.

It follows preventive maintenance and corrective maintenance strategies. These are illustrated below:

Laboratory Equipment:

Catering Science & Hotel Management, Computer Science, Physics, Chemistry, Geography and Psychology departments have laboratories.

In case of any breakdown of equipment or service need, either company authorized service centers are informed to visit the laboratories or the equipment is sent to company authorized service centers to assess the condition of the equipment and raise the estimate for the needed spares, replacement and service charges. Upon approval from the Principal/Management, the work is carried out.

Computers & ICT Facilities:

System administration personnel attend to the maintenance of computers, networks, communication devices and ICT facilities like projectors, AV equipment etc. Staff members raise complaints with these systems, if any, in the Service Request Register available in the Office. The system administration personnel check the register every day for any such request and attend to them by themselves.

If system administration personnel are unable to attend to the repairs, they are attended by company authorised service centers on call similar to laboratory equipment maintenance.



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MANAGEMENT STUDIES
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Vehicles:

There are 11 buses running for the students and staff. One full time bus in charge and one purchase in-charge are working under the management. They deal with fuel, consumables, spares, service and RTO works.

Website Maintenance

A Website Committee comprising a team of teaching staff and an IT faculty is functioning in the college. The website is vibrant and active. The details are regularly updated by the committee. Principal, HODs and Coordinators send the details to post, change and remove in the website to the committee. The committee checks the contents and uploads same.

Physical Facilities

1. There is a separate purchase manager working in the college. He purchases all the needed materials for service and maintenance. Plumbing and electrical works are carried out by the college. If the college is unable to do, service people from outside are called to attend to the work and paid on per-call basis.
2. Staff members who need any maintenance work to be carried out write the in the Maintenance Request Register available in the Office. The front office manager checks the register every day for any such request and informs to the management.
3. Maintenance of RO plant and STP is done twice a year.
4. Fire extinguishers are maintained by company authorized service personnel. They refill the cylinders before they get over or the expiry date.
5. There are five full time gardeners working in the college. Their job is watering the plants; remove weeds, fertilize insect pest control, cutting/trimming the trees, and cleaning etc.
6. Housekeeping is done by 27 full time housekeeping staff of the college.
7. Maintenance of elevators is carried out through AMC.



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