

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
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 security
Disposal of damaged Furnitures and unused equipments	:	Maintenance department.
Cleaning of Building /Walls / Doors / Windows	:	Weekly one / need arises
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
Academic		
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	:	Daily basis

Room, Auditorium, Class Rooms, Every block floors, staircases		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 consist 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
Support facility		
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
CC TV 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