



Maintenance Policy

General maintenance team handles electrical, plumbing and building related issues. Regular checkups of electrical appliances is done by electrical maintenance staff and maintained with immediate actions.

Plumbing related issues such as leakages/ blockages are managed on time by plumbing team. Regular infrastructure inspection helps to find repairs/paint requirements and the team arranges for the same. A team of housekeepers take care of hygiene and cleanliness to provide a congenial learning environment. Classrooms, staffrooms, seminar halls, laboratories etc. are cleaned and maintained on daily basis. Washrooms & common rooms are well maintained. Dustbins are placed on every floor and open areas at identified places. The green cover of the campus is well maintained by a gardener and his team.

A centralized IT infrastructure team maintains all softwares/hardwares, CCTV & Computer Centre.

Security personals are available full time for safeguard of institute.

Due maintenance policy of the institute is in place. Details of maintenance work and utilization is given below.

1. Maintenance of Physical Infrastructure and Support facility:

Institute believes in maintaining a spic and span campus as a necessary prerequisite to achieving a vigorous environment. In view of this, Maintenance Committee has been formed which ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

a) Routine Maintenance:

Cleaning, Dusting, Sweeping and Mopping of all areas is undertaken daily by the contractual housekeeping staff and is supervised. Regular cleaning charts and progressive maintenance records are maintained. For minor repairs, the Institute has a workforce of Carpenters, Masons, Electricians and Plumbers.

b) Preventive Maintenance:

Painting: The Institute has prepared a Calendar to ensure that all the areas are periodically painted.


Air Conditioning: Many areas of the Institute are air conditioned. The maintenance of the Heating, Ventilation, and Air conditioning (HVAC) system is outsourced. The agency services the machines monthly and submits its report to Director Technical.

CCTV: The Institute has installed multiple CCTVs on the Campus. The maintenance of the system is outsourced. The agency inspects the equipment monthly and submits its report to the Director Technical

Water testing: Include procedure:

Providing potable drinking water to the staff and student is the main motto of JIT.

JIT installed required setup for this purpose. Main source of drinking water is from Institute's open well & borewell. Institute installed "Softener filter" in the campus.


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Vision: To become an eminent institution through knowledge and research

Raw water is passed through it for its primary treatment.

Then Drinking water is taken to over head tank (4000 Litre capacity).

Treated water is then passed from Reverse osmosis (RO) system for further treatment to make it potable for end user through water collar placed at different location

We test the drinking Quarterly from authorized lab.

Water Tanks / Septic Tanks: All the underground and overhead water tanks are cleaned by professional service-providers once a year using sophisticated equipment including UV equipment.

Audio-Visual System: The high end AV systems are covered under Annual Maintenance Contract.

Pest Control: The Pest control which includes combating general disinfection, rodent treatment and larva breeding is done periodically as per pre-decided calendar. Anti-Termite treatment is also done periodically.

2. Maintenance of Academic and Support facility:

All the departments have their individual classrooms and laboratories as per time table and student strength. A concerned department looks after the maintenance of their classrooms. Head of Department, informs the concerned department regarding maintenance and requirement of repairs / cleanliness.


Various equipments, instruments, softwares, computers, chemicals etc. are handled according to Standard Operational Procedures. Stock register is maintained and updated regularly and stock verification is done by every department at the end of the academic year.

Library is also well maintained by following standard procedure. Conditions of all the library books are checked and binding is done for the old books if needed. If any books are found missing from the library then new books are procured of the same title for maintaining the count. For smooth accession of e-resources, maintenance of computer systems is done as and when needed.

3. Maintenance of IT Infrastructure :

The Institute has a full-fledged IT infrastructure team with a qualified Systems Administrator for efficient management of IT infrastructure on campus. IT infrastructure team ensures that the maintenance of the IT Infrastructure is carried out in a planned and systematic manner as per the standard policies developed by the Institute. Also, the team ensures that the IT infrastructure (including L1 / L2 Switches, Wi-Fi Routers etc and peripherals) are always in working condition. The team also looks after the repair & maintenance of computers & its peripherals, on regular basis and an independent maintenance room (Scrounge) for carrying out IT maintenance.

The Institute has a policy of purchasing highly configured computer and peripherals of reputed companies like Dell, Acer, Lenovo, HP etc.


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