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			Maintenance – Engineering Assets
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Maintenance – Engineering Assets

Introduction:

1. Upkeep and regular maintenance of all Buildings, Roads, Electrical installations, Tools, Plants and all other Engineering assets is an important aspect to ensure long life and trouble free operation. This MORP aims to address this important aspect of maintenance within the campus of Mody University.

Applicability:

2. The provision of this MORP will be applicable to all existing as well as future engineering assets of the Mody University and Mody School.

Classification of Engineering Assets:

3. Entire Engineering assets in the campus can be broadly classified as under.

- a) **Buildings** - All buildings be it Academic, Administrative or Administrative along with ancillaries shall fall under this category. Dining Hall and Tapovan will also fall under this category for the purpose of maintenance.
- b) **Roads and Pathways** - All internal roads, pathways connecting two roads and pathways leading from roads to the building shall fall within this category.
- c) **Water Supply** - Fresh water Tube wells, pumps and supply pipelines fall under this category.
- d) **Electrical** - All electrical installation including 33 KV Meter Room, Sub Stations, Transformers, Switchgears, Circuit Breakers, Synchronising Panels, HT and LT power lines along with all electrical tools, plants and appliances shall fall within this category.
- d) **Mechanical** - All DG sets, diesel pumps and Tractor shall within this category.
- e) **Sewage Treatment Plant** - STP including all pumps, blowers, tanks and filters shall fall within this category of assets.
- f) **Furniture** - Items of furniture movable or immovable in buildings shall fall under this category.

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Maintenance of Assets :

4. Maintenance of all Engineering Assets and Facility Management is the core responsibility of Engineering Division of Mody University. Operation and Maintenance of all the assets is a continuous process which shall normally extend over many decades. As such, it will represent a continuous process of service provision to support the core objective of the University to impart quality education to girls.

5. Upkeep, operation and maintenance tasks specific to University can be broadly classified as under.

a) **Day to Day Maintenance (DTD)** – It covers the issues arising out of fair wear and tear on account of daily usage of facilities and amenities. The University has a dedicated web portal for lodging of complaints by users. Following procedure shall be adopted on receipt of a complaint from user.

i) All the complaints received on a particular day shall be segregated for Building and Electrical complaints.

ii) Availability of anticipated stores/spares required for resolution of complaint shall be ascertained from store.

iii) In case of urgent complaint a technician shall be deputed same day to attend to the complaint. In case of routine complaints each Technician/Tradesmen shall be assigned complaints to be attended by him on next day.

iv) After rectification of complaint, the technician shall obtain a confirmation slip and also an incorporation certificate of any stores/spares used for the job, from the users.

v) On completion of the job the technician shall report it to his Engineer in Charge for updating of status of complaint on the portal and deposit the incorporation certificate to the Store in Charge for accounting purposes.

vi) A limited inventory of fast moving spares, stores and consumables based on their lead time and daily consumption shall be maintained in stores for carrying out day to day maintenance works. These stores shall be replenished through Purchase Office when it reaches minimum stock position. Maxima and Minima of all stores shall be worked out by Store In Charge and approved by GME.

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b) **Periodic Maintenance** : Periodic inspections and maintenance assumes great importance in predicting and fixing majority of future breakdowns. There may be instances where the maintenance issues may not be reported as they do not directly concern the users. In all such cases periodic inspection and routine checks will be of great value in prevention of breakdowns or deterioration of an asset. Periodic inspections and checks can be broadly classified as under depending on the periodicity of all such checks.

i) **Daily Checks and Maintenance** : These checks are of at most importance for a trouble free operation of an equipment. These checks need to be performed every day at start of the day. Technician responsible for maintenance of an asset will carry out these checks before operation of plant/equipment. These checks are also needed in Roads and Buildings to pre-empt any leakage/seepage or any impending structural failure.

ii) **Weekly Checks and Maintenance** : Certain maintenance tasks, more elaborate than routine checks will be carried out at weekly intervals.

iii) **Monthly Checks and Maintenance** : These tasks shall be carried out on specified dates of a month for all assets. The dates of maintenance may vary for different assets depending upon the availability of technician and concerned tradesman.

iv) **Annual Checks and Maintenance** : These checks and maintenance tasks are more elaborate and aimed at closer looks on each aspect of functioning of an asset or equipment. All parts are examined for signs of failure and are replaced if needed. In case of highly technical equipment for which we do not have technicians on roll, these checks shall be outsourced from service providers through Purchase Office.

c) **Seasonal Maintenance** : There are certain maintenance tasks which are specific to a particular season because of effect of the season on an equipment/asset and also use of an equipment in a particular season. These tasks have been classified as under.

i) **Pre Summer Maintenance Tasks**: Tasks which are required to be completed on equipment / appliance which are extensively used during summer season. Air Conditioners, Chillers, Coolers and Water Coolers fall within this category.

ii) **Pre Winter Maintenance Tasks** : Maintenance tasks for equipment/appliances used during winters fall within this category. Solar Water Heating Plants and geysers installed at Dining Hall and Hostels and Hot Water Generator installed at Auditorium shall be maintained prior to onset of winters.

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iii) **Pre Monsoon Maintenance Tasks** : Maintenance tasks needed to be carried out prior to onset of monsoon. Preventive maintenance of assets to avoid any damage due to rainy and humid season.

d) **Special Occasion Maintenance Works** Certain maintenance tasks which are required prior to any special occasion for Mody School and Mody University. Founders Day Celebration, Independence and Republic Days are some examples of such occasions. These tasks are aimed at improving the general ambience of the campus.

Maintenance Schedules

6. Maintenance schedule for all kinds of assets within the campus are attached as appendices to this MORP as under.

- a) Appx 'A' – Maintenance Schedule for Buildings, Roads, Water Supply and STP.
- b) Appx 'B' – Maintenance Schedule for Electric Supply LT side and all electrical appliances in the University campus.
- c) Appx 'C' – Maintenance Schedule for HT side of electrical supply, all three Sub Stations including all switchgears, DG Sets.

Renovations

7. All buildings whether Academic, Administrative or Residential shall be considered for renovation as per following periodicity.

- a) Administrative, Academic and Student Hostels – After every 07 years.
- b) Residential – After every 10 years.

8. Prior to renovation of buildings, it shall be assessed for serviceability and need for renovation. Renovation shall be only undertaken when it is actually needed.

9. Due, done and schedule of renovation of all buildings in the campus is attached as Appx 'D' to this MORP.

Annual Maintenance and O&M Contracts

10. A large number of assets in the campus are under Annual Maintenance Contract (AMC) and Operation and Maintenance (O&M) Contract. A large amount of payment goes out on outsourcing these services and it is imperative that these contracts are regulated to extract optimal services from the service provider. List of running AMCs in the campus are attached as Appx 'E' to this MORP.

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11. Many of these contracts have provision for fixed number of visits by Technician annually and also daily deployment of tradesmen, along with penalty clause in case the service provider fails to comply with terms and conditions of the contract. 12. A separate file shall be opened for each AMC/O&M, under operation within the campus and all events of maintenance shall be properly documented. 13. All efforts shall be made to train our technical staff so as to make them proficient in handling maintenance of such assets to reduce the cost on outsourced AMCs. <u>Urgent Repairs/Maintenance</u> 14. In day to day functioning, there may arise circumstances when time is at premium and following normal channel of requisitioning of work may lead to avoidable inconvenience and delay. In such circumstances GME can proceed with outsourcing the repair work after informing and taking telephonic approval from Management. This provision shall be used with due discretion and only in cases where there is a disruption of essential services. <u>Documentation</u> 15. Proper documentation is an essential aspect of all maintenance works. This helps in keeping proper log of all maintenance works.			
CC: Chairman - MC, President, Director, Dean-Administration, All Deans, Principal -MS, Principal-SEFS, Registrar, All GMs, DGMs; EA to Hon'ble Chairman -Kolkata			

Periodic Maintenance Schedule Daily Maintenance

S.No.	Nature Of Work	Location	Responsibility Maint. Engg. / G.M.E.	Maint. Activity
	Building			Action
	Residential / Academic / Adminsitrative			
1	Visual inspection of buildings for any structural issue such as cracks or any other sign. of damage		Maint. Engineer.	Report the matter to Maint. Engineer / G.M.E.
2	Check for growth of vegetation on the building.		Maint. Engineer.	Remove the vegetation and also inform GM H & L through G.M.E.
3	Check for dampness of external.		Maint. Engineer.	In case dampness is observed the building shall be inspected to find out the cause of dampness.
4	Check for peeling of external paints by visual inspection.		Maint. Engineer.	In case it is due to blocked drains the same shall be cleaned.
5	Check daily complaint portal .		Maint. Engineer.	Replacing and repairing as per requirement.
	Roads / Footpath			
1	Visual inspection of roads vegetative growth on road surface / kerbs.		Maint. Engineer.	Remove the vegetation and also inform GM H & L through G.M.E.
2	Check for damage of kerb stone.		Maint. Engineer.	Repair it.
	Water Supply			
1	Serviceability of all pumps.		Maint. Engineer.	Check Amp., volt meter and water flow.
2	Check for visual leakage from pipeline.		Maint. Engineer.	Rectified leakage pipe line as per required.
3	Check for serviceability of valve and fresh water taps.		Maint. Engineer.	Repair / change defective valve and taps.
	S.T.P.			
1	Visual inspection of electric panel for serviceability of all gadgets / meters.		Maint. Engineer.	Tight loose connection.
2	Check Elect. Panels for visible of signs of heating , carbon deposit etc.		Maint. Engineer.	Inform to Elect. Engg.
3	Look for any unvisual noise and heating from blowers and pumps.		Maint. Engineer.	Check bearings and gear oil.
4	Check V belt for serviceability .		Maint. Engineer.	Tight loose belt and replace if it will damage.
5	Check pump motor coupling for wear and tear.		Maint. Engineer.	Check alignment pump and motors / TC change
6	Check and tighten mounting bolts of all pumps / motors.		Maint. Engineer.	Replace damage nut bolt and tighten.
7	Check for leakage from glands.		Maint. Engineer.	Tighten gland plate / gland dori replace.
8	Check for serviceability of all valves.		Maint. Engineer.	Check operation of valve open and close / change.
9	Check pressure of press filter .		Maint. Engineer.	Check DC valve and hurarulic oil .
10	Check serviceability of water meter and record daily readings.		Maint. Engineer.	Change damage water meter.
11	Check tanks for any sign. of leakage / seepage / pipe damage.		Maint. Engineer.	Repair as per requirement pipe line.

**Periodic Maintenance Schedule
Monthly Maintenance**

S.No.	Nature Of Work	Location	Responsibility Maint. Engg. / G.M.E.	Maint. Activity
	Building Residential / Academic / Administrative	Campus	Maint. Engineer.	Action
1	Check for dampness of external.	Campus	Maint. Engineer.	In case dampness is observed the building shall be inspected to find out the cause of dampness & paints.
2	Check for peeling of external paints by visual inspection.		Maint. Engineer.	In case it is due to blocked drains the same shall be cleaned.
	Roads / Footpath			
1	Check for damage of kerb stone / footpath.	Campus	Maint. Engineer.	Repair it.
2	Check for visual damage to tarmac of roads.	Campus	Maint. Engineer.	Under maintenance by guidance of G.M.E.
3	Checking of drainage.	campus	Maint. Engineer.	Clean drainage.
	S.T.P.			
1	Check tanks for any sign. Of leakage / seepage / pipe damage.	STP	Maint. Engineer.	Repairing as per requirement/Change damaged pipe line

**Periodic Maintenance Schedule
Annual Maintenance**

S.No.	Nature Of Work	Location	Responsibility Maint. Engg. / G.M.E.	Maint. Activity
	Building Residential / Academic / Administrative			Action
1	Check and repair doors / windows for easy opening and closing.	Hostel & Building	Maint. Engineer.	Tower bolt, window frame repairing
2	Repair / replace termite affected doors / windows / cupboards .	Hostel&Building	Maint. Engineer.	repairing chowkhat, doors, window frame & cupboard
3	Cleaning of all balconies inspect and resolve.	Hostel&Building	Maint. Engineer.	cleaning balcony & drain system
4	Rectified of Leakage water pipe lines in hostel & building	Hostel&Building	Maint. Engineer.	Damaged pipe line will be change
5	Overhead water tank cleaning and record to be maintained.	Hostel&Building	Maint. Engineer.	Clean & fill up the record
6	Manhole inspection for sitling / blockage.	Campus	Maint. Engineer.	Rectified problem
7	Check discharge of all tube well pumps and keep a record.	Campus	Maint. Engineer.	Discharge will be check & rectified the problem
8	Check serviceability of all furnitures / mattress of all residential buildings.	Hostel&Building	Maint. Engineer.	Check & repairing furniture & mattress
9	Refreshing markings of play fields.	Campus	Maint. Engineer.	Remarking.

	Roads / Footpath			
1	Repair and Cement paint of kerb stone.	Campus	Maint. Engineer.	Repairing kerb stone & cement paint.
2	Carry out resurfacing / recarpeting of roads as approved by management.	Campus	Maint. Engineer.	Rectified problem as per guide line through GME
3	Painting and cleaning of road signs.	Campus	Maint. Engineer.	Re write & clean of road sings.
4	Painting of Bird Board frames.	Campus	Maint. Engineer.	Repaint it.
5	Reinking of all Shilalekh as per requirement	Campus	Maint. Engineer.	Reinking it as per requird.
	S.T.P.			
1	Cleaning and sludge removal from all tanks.	STP	Maint. Engineer.	Tank clean & sludge removed
2	Cleaning of tanks.	STP	Maint. Engineer.	Clean media tank.
3	Painting of all pipelines / iron frames / ladders / railings to prevent corrosion.	STP	Maint. Engineer.	Repairing & welding damaged iron frame.

Periodic Maintenance Schedule Seasonal Maintenance

S.No.	Nature Of Work	Location	Responsibility Maint. Engg. / G.M.E.	Maint. Activity
	Before onset of Summers	Dining hall		
1	Check serviceability of Air coolers of Dining Hall and replace cooling pads.	Dining hall	Maint. Engineer.	Pumps, Moter fixing nut-bolts, pad will be change
2	Check serviceability of Exhaust of Dining Hall .	Campus	Maint. Engineer.	Filter clean, Moter fixing, nut bolt & v -belt check
3	Check serviceability of R.O. at Dining hall and domestic R.O. (AMC) .	Campus	Maint. Engineer.	Softner, filter pressure check & rectified (AMC ONLY service.
4	Check proper functioning and maintenance of air curtains of Dining hall and Café.	Campus	Maint. Engineer.	Check & rectified problems
	Before onset of Winters (Oct. / Nov.)			
1	Check and maintenance all Geysers in the campus.	Hostel	Maint. Engineer.	Check, elements rod, geyser tank, thermo stat.
2	Check hot water pipelines / tanks of all solar water heating in hostels/ Dining hall	Hostel/dining hall	Maint. Engineer.	Pipe line rubber gascut changed & repairing tank, requirement
	Before Mansoon			
1	Check Drains / Gutters.	Campus	Maint. Engineer.	Gutter jally clean
2	Check Balcony drains maint. Building roof	Hostel/Building	Maint. Engineer.	Clean drains system & roof drain clean
3	Balcony cleaning.	Building	Maint. Engineer.	balcony dirty area clean
4	Check all recharge well pumps.	Campus	Maint. Engineer.	recharge well clean, mud pump check & rectified
	Special Occassion			
1	Painting of five panels both side of Main gate grill .	Campus	Maint. Engineer.	Paints
2	Painting of Manglore tile of Parlour roof	Campus	Maint. Engineer.	Paints
3	Painting of Manglore tile of all Mumties.	Campus	Maint. Engineer.	Paints
4	Fountain pipe and nozzles, Hydrant , tubewells paint.	Campus	Maint. Engineer.	Paints
5	Painting / touching up of benches.	Campus	Maint. Engineer.	Paints

6	Painting / touching up of street light poles (Avenue 1, 2, street 1, 2, around Tapovan and BMM	Campus	Maint. Engineer.	Paints
7	Painting of swings around Tapovan .	Campus	Maint. Engineer.	Paints
8	Painting of Equestrian Hurdles, riding ring railings.	Campus	Maint. Engineer.	Repairing & paints
9	Cement paint of kerb stones.	Campus	Maint. Engineer.	Paints
10	Refresh markings of sports field.	Campus	Maint. Engineer.	Marking it
11	GVC corridors / class rooms/ wash rooms painting/ touching up for exhibition .	GVC BUILDING	Maint. Engineer.	Paint it
12	Polish / paint of doors , windows, air curtains of Dining Hall.	Dining hall	Maint. Engineer.	Polish & paints
13	ATM painting.	Campus	Maint. Engineer.	Paints

PERIODIC MAINTENANCE SCHEDULE
ELECTRICAL (LT DISTRIBUTION SYSTEM, APPLIANCES & ACCESSORIES)

DAILY MAINTENANCE

S. No.	NATURE OF WORK	LOCATION	RESPONSIBILITY	MAINTENANCE ACTIVITY
1	Electrical Complaints	Campus	Elect. Engineer	Management & solutions of daily electrical complaints posted over complaint portal and verbal complaints. Issue technical instructions to technicians to resolve complaints. Taking feedback of task given and check task report after completion of assigned work.
2	Electrical Motor	Tapovan, STP, Fountains	Nominated Technician	Running Electrical motors at different parts of campus like STP, fountains pumps, Tube wells. Their visual inspection. Checks bearing for abnormal temperature & vibrations. Identify any oil leakages. Checks for unusual noise. RPM checks, heating observations. Load observations, Voltage between phases and maintaining record.
3	Assets Managements	Store	Elect. Engineer	Management of maintenance store, coordination with store department. Daily Review for electrical material stock. Raise demand for out of stock material. Monitoring of material consumption and scrap return from site. Supervision for repairing activity of defective assets at power house & store. Maintain record of appliances which are sent outside the campus for repairing purpose.
4	Distribution Panels	Dining Hall. GVC, SET, SOB, Tapovan College & School Hostels	Nominated Technician	Daily Visual inspection, observation of electrical panels having high load. Reading of ampere load and voltage between phases & maintain record. Visual checks of panels, In case any abnormality observed take rectification action. Moisture check, incoming LT cable check.
5	Street Light, Sports lights, Security lights	Campus	Technician on Night Duty	Every evening visual inspection of street light, sports light, security lights functioning. In case any abnormality observed, rectify if possible else report matter to Elect Engr.
6	Feeder Pillars	Campus	Nominated Technician	Checking of feeders pillars, visual inspection and observation, load check, temperature check. Cable visual checks. Switches

				operation checking. Fuse check, Water, dust ingress, moisture observations during spring & winters.
7	Air Conditioners	Campus	Nominated Technician	Check AC of critical places such as class rooms, server rooms and offices, Ductable units. Solution of Daily AC complaints from various part of campus.
8	Maintenance of lighting	Campus	Electrician	Day to day check and rectification of luminaries and decorative lights. Hostel rooms corridor, staff cottages lightning maintenance.
9	Street light Panel	Campus	Elect. Engineer	Daily checking of outdoor street light panel. Visual inspection, MCB & wiring checks. If case of any issue take rectification actions.
10	Tube well	Campus	Nominated Technician	Checking of tube well starters on daily basis. Motor star to delta shift observation. Ampere and voltage checks for proper motor operation for smooth water supply to campus.

WEEKLY MAINTENANCE

1	Street Light Maintenance	Campus	Elect. Engineer/ Technician	Maintenance of streets & sign boards, Pole lights, Fused LED's replacements, cable repairs. Clearing cable faults. Street Light panel's maintenance, MCB checks, wiring connections, Cleaning, RYB Phase load checks. Broken crystal globes change & installation. Re-erection of broken & Tilt Street light poles.
2	Tapovan Lightning & Luminaries	Tapovan	Elect. Engineer	Tapovan highlight halogens Test, cleaning, loose connection checks, Repairs of fused halogens. Tapovan bollard lights, ceiling lights, tube lights, decorative lights, checks and maintenance. Tapovan Fountain Lightning's fountains highlighter performance, focus test & maintenance.
3	Sewerage treatment plant	STP	Elect. Engineer	STP inspection, Electrical Motors performance check, Load tests. Trip tests, Heating observations. STP control panel tests. MCB, Contactors, and relay performance tests. Relay Timer settings.
4	Infrastructure utilities & Decorative lights	ABB,GVC, FMS Buildings	Elect. Engineer	Building corridor lightning maintenance, Teachers, Professor cabin utilities, decorative lights maintenance. Switch socket, Ceiling Fans performance check, Classroom lightning maintenance. Central Library utility test n checks. Classrooms light checks. Projectors, LED, Computers, Speakers, electrical connections on practical tables and labs electrical equipments power supply and functional checking.

MONTHLY MAINTENANCE

1	MUST Dairy Electrification	MUST Dairy & Stable	Elect. Engineer/ Electrician	Inspection of dairy electrification & utilities. Cows shed & Stable lightning's, Switchboards, ceiling fans, Distribution sub panel's maintenance. Dairy staff rooms utility checks & maintenance. Water cooler pump maintenance for cow sheds during summer season. Iron roof sheds & stable earth checks. MUST Agriculture farm tube well maintenance & checks. Starter star delta test, tripping tests. Connections and phase load observation, visual inspection. Ensure 100 % uninterruptable power supply
2	High load LT distribution Panels Tests	GVC, College Buildings, Hostels, Dining hall, cafeterias, Tapovan, Feeder pillars	Elect. Engineer	Visual inspection of high load LT distribution panels. Routine tests, Visual observations. Earth resistance tests, Neutral checks, Phase load observations. Power consumption measurements. Cleaning and tightening of panel parts as MCB, Switches, Bus bars & terminals. Repairs and replacement of defective MCB's, Switches, wiring and other parts. Frequent supervising of panel during pick load hours.
3	Electrical Room	ABB basement	Elect. Engineer	Electrical Panels at FET phase4 basement inspection. Routine tests, observations. Earth resistance tests, Neutral checks, Phase load observations. Power consumption measurements, cleaning, tightening of parts. Fly earthing flat visual checks. Cable tray cleaning. Ensure moisture shall not be developed inside panels by checking leakages. Ensure there should not be any gasket leak or looseness produce by which insect, lizards, rats can inters and develop any fault condition. Incoming & outgoing cable connections checks, tight them properly if found loose. MCB' operation checking. MCB tripping test. Ensure switches should get operates instantly if any fault developed. Check indicators proper functioning. Ampere and voltage meters operational checks.
4	LT Cables	All campus	Elect. Engineer	Main LT cable(LT Feeders) sized as 400sqmm originated from substations to the distribution panel junctions and branch cable sized as 300sqmm,240sqmm,95sqmm,70sqmm,50sqmm, apply maintenance activity such as cable continuity tests, ampere load test, phase load balance checks, connectors & cable connections tightening, chemical cleaning, physical & visual inspection. Cable

				joints repairs if any defects or abnormality observed under joint chamber during cable root inspection. PVC cover and insulation checks as visible.
5	Electrical Motors	Sewerage Treatment Plant, Fountain motors pumps, RO plant motors, Dairy	Elect. Engineer	Preventive maintenance activity for electrical motor such as Visual and physical observations. Load test, Temperature analysis, winding insulation checks. Brush and commutator's inspection, Bearing inspection & lubrication. Lubrication of rotating parts by grease or oil for avoid heating and smooth operation. Removal of corrosion by CRC chemical spray. Electrical connection inspection. Motor capacitor performance check. Outer body repaints to avoid corrosion.
ANNUAL MAINTENANCE				
1	University college, school, Teacher hostels lightning & utilities maintenance	MUST Campus	Elect. Engineer	Visual & physical inspection of all hostel rooms, corridor, passages, common washrooms lightning system such as ceiling lights, PLL lights, study lights, switchboard functioning, internal wiring continuity test & checks, repairs & replacement of defective & Outdated low functioning accessories. Internal distribution panels maintenance. Cleaning, tightening of panel parts MCB's, connectors. Implementation of lightning's under the new projects.
2	Outdoor Electrical Utilities maintenance	Sports Grounds, Tennis ground, Highlighters Halogen lamps, Security lights. Bird Boards lights. Building highlighters.	Elect. Engineer	Physical inspection of the outdoor lightning's & luminaries such as sports grounds high mast 400W halogen lamps, its accessories indicators, chocks, ground focus angles with their supply cables and MCB boxes test, repairs and replacement of defective and out dated parts and accessories. Institute bird board lightning's, supply wiring test & checks. ABB, GVC, FMS, TAPOVAN night highlighter lamps maintenance. Water ingress checks, dust and dark silver film change. Replacement of old supply cable if found defective and insulation damaged cables.

3	LT Main Switches & Fuses	SS1,SS2,SS3 LT Panels, Outdoor and indoor distribution panels in campus	Elect. Engineer	Inspection of deferent capacity LT main switches in panels. Checking of switch operation, switch physical condition, switch guaranty period, load overload capacity check. Replacement of out dated switch & fuse to avoid any hazard by short circuit. Taking Switches on off tests. Check tightness of connectors. Apply cleaning remove corrosion by CRC chemical spray.
PRE WINTER MAINTENANCE				
1	SOLAR PV SYSTEM Maintenance	School & College Hostels & Dining hall terries	Elect. Engineer	Physical inspection of all hostels SOLAR PV SYSTEM sighted at terries applies the maintenance activities like cleaning and washing of solar plates, Adjustment of angle of inclination of solar plates for direct impact of sun light over the plates to archive good results. Water temperature observations and temperature meters repair and calibration. Solar leakage rectification work such as replacement of defective and leaked water supply pipes, pressure valves, joints and seal packing. Operational test of fire alarm which should get instant operate during any fire hazard. Tank over flow checks, defective float valve repairs. Monitoring and running maintenance during winter season. Check healthiness of system. Taking corrective measures.
2	Geyser	Hostel Washrooms, kitchen & Cafeterias. Residential flats & cottages.	Elect. Engineer/Electric ian	Physical checks & monitoring of hot water geysers. Maintenance activities as geyser performance checks. Visual observation of electrical wiring, 16 amps. Switch, socket repairs, continuity tests. Geyser power cut off timing observation. Outdated parts replacement for equipment long life performance & smooth operation.

3	Outdoor Electrical Utilities & luminous maintenance	Sports Grounds, Highlighters Halogen lamps, Security lamps. Bird Boards light maintenance. Building highlighters.	Engineer/Electrician	Physical inspection of the outdoor lightning's & the utilities such as sports grounds high mast 400W halogen lamps, indicators, chocks, lamp ground focus angles with their supply cables and MCB boxes test, repairs and replacement of defective and out dated parts & Accessories . Institute bird board lightning's, supply wiring test & checks. ABB, GVC, FMS, TAPOVAN night highlighter lamps maintenance. Checking halogens glass packing to avoid moisture inters. Replacement of defective supply cable if insulation found failure.
4	University college, school, Teacher hostels lightning & utilities maintenance	MUST Campus	Elect. Engineer	Before semester exam & school half yearly exam perform maintenance task as Visual & physical inspection of all hostel rooms, corridor, passages, common washrooms lightning system such as ceiling lights, PLL lights, study lights, switchboard functioning, internal wiring continuity test & checks, repairs & replacement of defective & Outdated low functioning accessories. Low load distribution panels maintenance. Cleaning, tightening of panel accessories MCB's, connectors. Classrooms lights maintenance, lab computer, Practical equipments supply checking and if found defective take necessary maintenance actions. Internal wiring checks. Room heaters preventive maintenance provided for offices.
PRE SUMMER MAINTENANCE				
1	Air Conditioner Maintenance	All Campus, Split & Duct able AC Units, VRV (Variable refrigerant	Elect. Engineer	Inspection & Monitoring of all Splits & Duct able AC units Service executed under AMC agencies for specific brands i.e. Samsung, Hitachi, Die kin & Voltas. Maintenance activity applied for machine uninterrupted service such as. Checks of noise and vibration of both indoor and outdoor units. Check & adjust thermostat blower belt wear, tension. Remove rubbish & dust accumulation from outdoor

		volume) Units.		coil fins. Refrigerant pipe connection checks. Check of refrigerant gas (Freon) level. Cleaning and washing of indoor and outdoor units. In the case of duct able AC cleaning washing of duct, vents, grills, Outdoor unit 8 Tr & 11 tonnage. Observation of auto cut-off timing under desired room temperature. AC remote control operation and functions check.
2	Refrigeration	Residential flats & cottages, Labs, Offices. Cafeterias, Dining Hall.	Elect. Engineer	Refrigerators Maintenance, Repairing of defective refrigerators which provided for university staff, offices and labs. General maintenance such as cleaning of drips & splatters, Temperature check, defrost settings, cutoff timing observations. Damage repairs, Refrigerant gas level checks. Electrical supply and ampere load checks. Ensure 100% smooth operation of refrigeration equipments.
3	Ceiling fans	Campus	Elect. Engineer	Physical & visual inspection of ceiling fans, general maintenance apply as hanging clamps durability check, Nuts & bolts Tightening and change of hanging clamps as observed defective or undurable. Speed checks, capacitor changes if needed. Noise observation. Blades alignment checks. Speed control regulators maintenance. Lubrication as required. Repairs of burnt and defective fans. Electrical supply test and check
4	Electric Motor	STP	Elect. Engineer	Running Electrical motors at deferent parts of campus like STP, fountains pumps, Tube wells. Their visual inspection. Checks bearing for abnormal temperature & vibrations. Identify any oil leakages. Checks for abnormal sounds. Checks for unusual noise. RPM checks, heating observations. Load observations, Voltage between phase's maintaining record. Check isolations & packing gaskets.
5	Electrical Panels & Switchgears	Campus	Elect. Engineer	Preventive maintenance for panel includes, panel visual inspection, Cleaning and tightening of panel accessories, MCB, Switches, contactors, phase wiring connections. Removal of corrosion appeared over metal parts. Load test and check of each MCB & switches. Replacement of defective, out dated parts and accessories. Panel earth resistance & neutral tests.

PRE MONSOON MAINTENANCE

1	Street Lights Maintenance	Campus	Elect. Engineer	Maintenance of street sign boards, Pole lights, Fused LED's replacements, cable repairs. Clearing cable faults. Street Light panel's maintenance, MCB checks, wiring connections, Cleaning, RYB Phase load checks. Broken crystal globes change & installation. Re-erection of broken & Tilt Street light poles.
2	Sewerage Treatment plant	STP	Elect. Engineer	Maintenance of all electrical motors such as for electrical motor such as Visual and physical observations. Load test, Temperature analysis, winding insulation checks. Brush and commutator inspection, Bearing inspection & lubrication. Lubrication of rotating parts by grease or oil for proper functioning and smooth operation. Removal of corrosion by CRC chemical spray. Electrical connections check& tests.
3	Outdoor Electrical Utilities maintenance	Sports Grounds, Tennis ground, Highlighters Halogen lamps, Security lights. Bird Boards light maintenance. Building highlighters	Elect. Engineer	Physical inspection of the outdoor lightning's & the utilities such as sports grounds high mast 400W halogen lamps, indicators, chocks, lamp ground focus angles with their supply cables and MCB boxes test, Water Ingress protection checks. Insure no leakage for water inters in appliances. Repairs and replacement of defective and out dated part. Institute bird board lightning's, supply wiring test & checks. ABB, GVC, FMS, TAPOVAN Infrastructures night highlighter lamps maintenance.
4	Outdoor Electrical Panels & Switchgears	Campus	Elect. Engineer	Preventive maintenance for panel includes, panel visual inspection, Cleaning and tightening of panel accessories, MCB, Switches, contactors, phase wiring connections. Removal of corrosion appeared over metal parts. Load test and check of each MCB & switches. Replacement of defective, out dated parts and accessories. Panel earth resistance & neutral tests.

BEFORE SPECIAL OCCASSION/FDC

1	Display Lightning's & Internal Circuit tests	All Campus	Elect. Engineer	Pre testing of all electrical internal circuits, switch board functioning checks, rectification of nonfunctional switch, sockets, wirings. Existing Appearance lights, decorative lightning's, electrical supplies of various area such as exhibition halls, outdoor lights, Halogens, pre maintenance activity as repaired, testing's, and replacements of Out dated and defective utilities take place.
2	Electrical Supply & Light arrangements	Sports Grounds, Exhibition halls, band stand Areas	Elect. Engineer	Arrangement of additional electrical supplies through cable laying and providing compact distribution panels, extension boards,50W LED's, 1000W & 400W halogens for light up open areas where scheduled programs to be organized.
3	Street Lights Maintenance	Campus	Elect. Engineer	Maintenance of street sign boards, Pole lights, Fused LED's replacements, cable repairs. Clearing cable faults. Street Light panel's maintenance, MCB checks, wiring connections, Cleaning, RYB Phase load checks. Broken crystal globes change & installation. Re-erection of broken & Tilt Street light poles.
4	LT Cables	All campus	Elect. Engineer	Main LT cable(LT Feeders) sized as 400sqmm originated from substations to the distribution panel junctions and branch cable sized as 300sqmm,240sqmm,95sqmm,70sqmm,50sqmm, apply maintenance activity such as cable continuity tests, ampere load test, phase load balance checks, connectors & cable connections tightening, chemical cleaning, physical & visual inspection. Cable joints repairs if any defects or abnormality observed under joint chamber during cable root inspection. PVC cover and insulation checks as visible. Ensure 100% uninterruptable power supply.

5	Outdoor Electrical Utilities maintenance	Sports Grounds, Tennis ground, Highlighters Halogen lamps, Security lights. Bird Boards light maintenance. Building highlighters	Elect. Engineer	Physical inspection of the outdoor lightning's & the utilities such as sports grounds high mast 400W halogen lamps, indicators, chocks, lamp ground focus angles with their supply cables and MCB boxes test, Water Ingress protection checks. Insure no leakage for water inters in appliances. Repairs and replacement of defective and out dated part. Institute bird board lightning's, supply wiring test & checks. ABB, GVC, FMS, TAPOVAN Infrastructures night highlighter lamps maintenance.
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**PERIODIC MAINTENANCE SCHEDULE
ELECTRICAL (HT EQUIPMENTS, SUBSTATION AND HVAC PLANT)**

DAILY MAINTENANCE

S. No.	NATURE OF WORK	LOCATION	RESPONSIBILITY	MAINTENANCE ACTIVITY
1	Electrical safety	Campus	Elect. Engineer	To ensure electrical safety parameters in entire campus by conducting day to day safety talk.
2	Liaison/interaction with Govt. Deptt. And AVVNL.	Campus	Elect. Engineer	Day to day interaction with AVVNL officers regarding quality of supply and other techno commercial issues to resolve.
3	Collecting, comparing & analysis of energy data	33kv metering room	Elect. Engineer	Day to day close monitoring of all supply parameters which affect quality of supply and commercial aspects.
4	Maintenance of 3000 kva , 33/11kv t&r make mains Transformer	SS2	Elect. Engineer	Checking of oil level, winding temperature , oil temperature and observe any abnormal sound in transformer tank or in ON Load TAP Changer and rectify to ensure uninterrupted supply in campus with zero down time by resolving day to day rectification.
5	Maintenance of 2500 kva, 0.44/11kv t&r make DG transformer (captive plant transformer)	SS2	Elect. Engineer	Checking of oil level, winding temperature, oil temperature and observe any abnormal sound in transformer tank and rectify to ensure uninterrupted supply in campus with zero down time by resolving day to day rectification.
6	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Checking oil level, winding temperature, oil temperature and observe any abnormal sound in transformer tank and rectify to ensure 100% availability of supply in ABB Building and SMS Building.
7	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Checking winding temperature and observe any abnormal sound in transformer tank or in ON Load TAP Changer and rectify to ensure 100% availability of supply in offices, Dining Hall and school Building.
8	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Checking oil level, winding temperature, oil temperature and observe any abnormal sound in transformer tank and rectify to ensure 100% availability of supply in Hostels and TAPOVAN.

9	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Checking oil level, winding temperature, oil temperature and observe any abnormal sound in transformer tank and rectify to ensure 100% availability of supply in Hostels and TAPOVAN.
10	Maintenance of 3x725 kva DG set (alternate source)	SS2	Technician	Proper and close monitoring of all functioning and safety parameters and checking of any abnormality/alarm. It includes battery condition, Battery contacts, Battery charger, DM water in battery, lubricating oil level etc.
11	Maintenance of captive plant cooling tower # 1, #2,& #3	SS2 (Terrace)	Technician	To ensure maximum performance of DG Set, daily maintenance of 3 nos. cooling tower involves checking of any abnormality, water leakage, exhaust fan, cooling water pump, lubricating oil, Electrical load of pumps and rectification of same.
12	Maintenance of DG synchronizing panel	SS1	Elect. Engineer	Visual Inspection for any alarm condition / abnormality, Checking of UPS Supply, Battery voltage, condition of ACBs, Selector Switches, Panels and their rectification.
13	Maintenance of 33 kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS1	Elect. Engineer	Visual Inspection and close monitoring for any abnormality / alarm indications, UPS Supply, Battery Voltage and take immediate corrective action.
14	Maintenance of 11 kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1	Elect. Engineer	Visual Inspection and close monitoring for any abnormality / alarm indications, Checking of UPS Supply, Battery Voltage and take immediate corrective action.
15	Maintenance of air circuit breaker Switch gear and its panel - 18 nos.	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual Inspection and close monitoring for any abnormality / alarm indications, Checking of UPS Supply, Battery Voltage and take immediate corrective action.
16	Maintenance of substation LT panels	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual Inspection, checking for any abnormal sound/chattering and take corrective action if required.
17	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm.	Elect. Engineer	Close monitoring of functioning and value of PF and alarm indications. Rectify immediately to take maximum benefit from supply company / AVVNL.

18	Maintenance of compact sub station	Auditorium	Elect. Engineer	Day to day monitoring of any abnormality, malfunctioning or alarm indications. Checking of Battery voltage, UPS Supply and rectify if required.
19	Maintenance of lighting & firefighting system	Auditorium	Technician	Day to day rectification of luminaries and decorative lights.
20	Maintenance of ups system	Auditorium	Technician	Monitoring of alarm and abnormality and immediate rectification.
21	Maintenance of battery, battery charger and ups.	SS1,SS2,SS3, Meter Room	Technician	Checking of battery voltage, battery contacts, Battery charger voltage, Charging condition, ups Voltage, Performance of Charge Over and rectification.
WEEKLY MAINTENANCE				
1	Maintenance of meter room	33KV Meter Room	Technician	Visual inspection, Removal of dust and cobwebs.
2	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Checking physical condition of silica Jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.
3	Maintenance of 2500 kva, 0.44/11kv t&r make DG transformer (captive plant transformer)	SS2	Elect. Engineer	Checking physical condition of silica jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.
4	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Checking physical condition of silica jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.
5	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Checking physical condition of silica jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.
6	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Checking physical condition of silica jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.

7	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Checking physical condition of silica jelly, reset if there is any alarm on indication display. Checking of relay fault log history to find out quality of power or any abnormality in campus electrical infrastructure.
8	Maintenance of 3x725 kva dg set (alternate source)	SS2	Technician	Battery contact cleaning, checking of coolant level and top up if required.
9	Maintenance of captive plant cooling tower # 1, #2, & #3	SS2 (Terrace)	Technician	Checking electrical load of water circulating pump and exhaust fan motor. Checking any wear & tear in pump and exhaust fan.
10	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2 & Meter Room	Elect. Engineer	Checking for any sound in HT connection / Rear Panel side, UPS and Battery charger functioning and rectify immediately if required. Checking of Relay log history to find out any minor fault during the week.
11	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Checking for any sound in HT connection / Rear Panel side, UPS and Battery charger functioning and rectify immediately if required. Checking of Relay log history to find out any minor fault during the week.
12	Maintenance of air circuit breaker Switch gear and its panel - 18 nos.	SS1,SS2,SS3,Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required.
13	Maintenance of substation LT panels.	SS1,SS2,SS3,Auditorium	Technician	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required.
15	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm	Elect. Engineer	Checking performance of all capacitor steps and attends defects if any. Internal cleaning, dust & jala removal.
16	Maintenance of ups system	Auditorium	Technician	Checking of functioning and Alarm indications.
17	Maintenance of battery, battery charger and ups.	SS1,SS2,SS3, Meter Room	Technician	Measurement of battery charger & UPS Voltage. Carry out rectification if require.

MONTHLY MAINTENANCE

1	Collecting, comparing, analysis of energy data & maintenance.	33KV Meter Room	Elect. Engineer	Taking month end consumption, check for any discrepancy and follow up with AVVNL if there are any incorrect levies. Preparation of monthly MIS Report of entire campus.
2	Maintenance & record Maintain	Diesel Yard	Elect. Engineer	Taking monthly consumption, verification of stock and analysis of DG set efficiency. Visual Inspection and cleaning of yard.
3	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Checking functional healthiness, oil level in OLTC Tank, Taking corrective measure and external dust removal.
4	Maintenance of 2500 kva, 0.44/11kv t&r make dg transformer (captive plant transformer)	SS2	Elect. Engineer	Checking functional healthiness, Alarm indications, corrective measure and external dust removal.
5	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Checking functional healthiness, Alarm indications, corrective measure and external dust removal.
6	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Checking functional healthiness, Alarm indications, corrective measure and external dust removal.
7	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Checking functional healthiness, Alarm indications, corrective measure and external dust removal.
8	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Checking functional healthiness, Alarm indications, corrective measure and external dust removal.

9	Maintenance of 3x725 kva DG set (alternate source)	SS2	Elect. Engineer	Taking Record of power produced during the month, running hours and preparation of MIS Report. Find out efficiency of DG Set. Checking and top up of DM Water in battery. Checking battery voltage and contact cleaning and tightening.
10	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2 & Meter Room	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, Alarm indication, auto trip and safety function. Taking corrective measure as required.
11	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, Alarm indication, auto trip and safety function. Taking corrective measure as required.
12	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, Alarm indication, auto trip function. Taking corrective measure as required.
13	Maintenance of substation LT panels.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, Alarm indication, auto trip function. Taking corrective measure as required.
14	Expertise support to rectify LT panel and motor starters.	STP, Tapovan, Dining Hall, Buildings, Bore wells	Elect. Engineer	To provide expertise help to resolve any serious issue in Panel or Motor starter.
15	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm	Elect. Engineer	Checking performance of all capacitor steps and attends defects if any. Internal cleaning, dust & jala removal.
16	Maintenance of ups system.	Auditorium	Elect. Engineer	Checking functioning of UPS in Mini & Main Auditorium and internal cleaning.
YEARLY MAINTENANCE				
1	Collecting, comparing & analysis of energy data	33KV Meter Room	Elect. Engineer	Taking yearly consumption data, check for any discrepancy and follow up with AVVNL if there are any incorrect levies. Preparation yearly MIS Report of entire campus and reimbursement Report. Reconciliation of energy imported, consumed and losses.

2	Maintenance and stock verification of diesel tank	Diesel Tank	Elect. Engineer	Grass and plant cutting inside yard, checking and refilling of firefighting equipment. Maintenance of diesel feeding motors. Preparation and reconciliation of diesel stock
3	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Taking shut down of transformer and load shifted on captive plant. Visual inspection for any oil leakage. Replacement/ heat treatment of silica jelly, Testing of oil parameters (DGA Test) Cleaning of Marshaling box and tightening of connection, Cleaning of OLTC Chamber, maintenance of tap changer motor, gear box, tightening of connections in OLTC Chamber. checking functioning of OLTC on all tap positions, top up of oil if required, Testing of Winding Temperature, Oil temperature, Oil level alarm indications and tripping testing, Testing of Buchholz Relay alarm and trip testing, Manual ON/OFF and auto trip testing, replacement of defective parts like indication lamp, ON/OFF Switch etc., carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth, Testing of earth Resistance and top up of water in earthing pits. Testing of PRV. Measurement of Oil BDV Vale, HT connection Thermo scanning (Visually during Night)
4	Maintenance of 2500 kva, 0.44/11kv t&r make DG transformer (captive plant transformer)	SS2	Elect. Engineer	Taking shut down of Transformer. Visual inspection for any oil leakage. Replacement/heat treatment of silica jelly, Testing of oil parameters (DGA Test) Cleaning of marshaling box and tightening of connection, op up of oil if required, Testing of Winding Temperature, Oil temperature, Oil level alarm indications and tripping testing, Testing of Buchholz Relay alarm and trip testing, Manual ON/OFF and auto trip testing, replacement of defective parts like indication lamp, ON/OFF Switch etc. Carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth, Testing of PRV. Testing of earth resistance and top up of water in earthing pits. Measurement of oil BDV Value. HT Connection Thermo scanning (Visually in dark night)
5	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Taking shut down of Transformer. Visual inspection for any oil leakage. Replacement/heat treatment of silica jelly, Testing of oil parameters (DGA Test) Cleaning of marshaling box and tightening of connection, op up of oil if required, Testing of Winding Temperature, Oil temperature, Oil level alarm indications and

				tripping testing, Testing of Buchholz Relay alarm and trip testing, Manual ON/OFF and auto trip testing, replacement of defective parts like indication lamp, ON/OFF Switch etc., carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth, Testing of PRV. Testing of earth resistance and top up of water in earthing pits. Measurement of oil BDV Value. HT Connection Thermo scanning (Visually in dark night)
6	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Taking shut down of Transformer. Visual inspection for any oil leakage. Cleaning of marshaling box and tightening of connection, Testing of functioning of OLTC on all tap positions, Winding Temperature alarm and tripping testing, Manual ON/OFF and auto trip testing, replacement of defective parts like indication lamp, ON/OFF Switch etc., carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth. Testing of earth resistance and top up of water in earthing pits. HT Connection Thermo scanning (Visually in dark night)
7	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Taking shut down of Transformer. Visual inspection for any oil leakage. Replacement/heat treatment of silica jelly, Testing of oil parameters (DGA Test) Cleaning of marshaling box and tightening of connection, op up of oil if required, Testing of Winding Temperature, Oil temperature, Oil level alarm indications and tripping testing, Testing of Buchholz Relay alarm and trip testing, Manual ON/OFF and auto trip testing, replacement of defective parts like indication lamp, ON/OFF Switch etc., carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth, Testing of PRV. Testing of earth resistance and top up of water in earthing pits. Measurement of oil BDV Value. HT Connection Thermo scanning (Visually in dark night)
8	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Taking shut down of Transformer. Visual inspection for any oil leakage. Replacement/heat treatment of silica jelly, Testing of oil parameters (DGA Test) Cleaning of marshaling box and tightening of connection, op up of oil if required, Testing of Winding Temperature, Oil temperature, Oil level alarm indications and tripping testing, Testing of Buchholz Relay alarm and trip testing, Manual ON/OFF and auto trip testing, replacement of defective

				parts like indication lamp, ON/OFF Switch etc., carry out turns ratio test on all tap position, Measurement of insulation Resistance between HT and LT & HT/LT and earth, Testing of PRV. Testing of earth resistance and top up of water in earthing pits. Measurement of oil BDV Value. HT Connection Thermo scanning (Visually in dark night)
9	Maintenance of 3x725 kva DG set (alternate source)	SS2	Elect. Engineer	Visual inspection for any oil / diesel leakage, cleaning and washing with detergent. Top up of coolant, checking quality of Lubricating oil, Battery contact cleaning and top up of DM Water, Checking of battery voltage, checking synchronization with Panel by tripping of mains if found defects take corrective measure, cleaning of air filter, cleaning of oil and diesel filter. Measurement of ear thing value and top up of water in ear thing pit. Call OEM for B Check (Replacement of lubricating oil, Replacement of oil & fuel filter and cleaning of air filter).
10	Maintenance of captive plant cooling tower # 1, #2,& #3	SS2 (Terrace)	Elect. Engineer	Cleaning of water tank and cooling fins and eliminate debris from water. Cleaning of water storage tank. Testing of RO water PPM Value (5-10 PPM) and carry out dosing of RO plant to increase Water softness, Maintenance of pumps and Exhaust fans. Checking and rectification of erosion and corrosion on piping system.
11	Maintenance of DG synchronizing panel	SS1	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of each ACB, Greasing of moving parts, contact cleaning with CRC, Contact hot spot cleaning with SOFT rubbing paper, Make and Break contact condition, replacement with new if contact are not making healthy. Panel contact tightening, testing of ACB BY manual ON/FF Switch as well as auto functioning when mains go off. Testing of synchronization with DG by manual tripping of main supply and rectify if there is any defect. Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit.

12	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS1	Elect. Engineer	Visual inspection for any erosion/corrosion and cleaning of entire panel, VCB Moving contact cleaning with CRC, Hot spot cleaning with SOFT Rubbing paper, Moving parts greasing, Rack in/out troll greasing, Testing of VCB by manual ON/OFF Switch. Panel contact tightening, Panel Heater testing, Measurement of IR Value, Measurement of Earth pit value and filling of water in earth pit. Replacement of defective indication lamps. Door locks etc. checking of DC & AC supply. Checking of relay setting. CRM Testing, HT Connection Thermo scanning.
13	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1	Elect. Engineer	Visual inspection for any erosion/corrosion and cleaning of entire panel, VCB Moving contact cleaning with CRC, Hot spot cleaning with SOFT Rubbing paper, Moving parts greasing, Rack in/out troll greasing, Testing of VCB by manual ON/OFF Switch. Panel contact tightening, Panel Heater testing, Measurement of IR Value, Measurement of Earth pit value and filling of water in earth pit. Replacement of defective indication lamps. Door locks etc. checking of DC & AC supply. Checking of relay setting. CRM Testing, HT Connection Thermo scanning.
14	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of each ACB, Greasing of moving parts, contact cleaning with CRC, Contact hot spot cleaning with SOFT rubbing paper, Make and Break contact condition, replacement with new if contact are not making healthy. Panel contact tightening, testing of ACB BY manual ON/FF Switch as well as auto functioning .Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit. Auto trip testing to clear fault. Checking of relay setting.
15	Maintenance of substation LT panels	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of ON/OFF Switches, tightening of contacts, Panel contact tightening, Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit. Auto trip testing to clear fault. Checking of relay setting.
16	Expertise support to rectify LT panel and motor starters.	STP, Tapovan, Dining Hall, Buildings, Bore wells.	Elect. Engineer	Provide specialized help to juniors as and when required.

17	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm.	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of ON/OFF Switches, tightening of contacts, Panel contact tightening, Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit. Auto trip testing to clear fault. Checking of relay setting, Testing of all capacitor steps, replacement of defective indication lamp and selector switches.
18	Maintenance of compact sub station	Auditorium	Elect. Engineer	Visual inspection for any erosion/corrosion and cleaning of entire panel, VCB Moving contact cleaning with CRC, Hot spot cleaning with SOFT Rubbing paper, Moving parts greasing, Rack in/out trolley greasing, Testing of VCB by manual ON/OFF Switch. Panel contact tightening, Panel Heater testing, Measurement of IR Value, Measurement of Earth pit value and filling of water in earth pit. Replacement of defective indication lamps. Door locks etc. checking of DC & AC supply. ACB Contact cleaning, greasing of moving parts, testing of contact condition, Visual inspection and cleaning of Transformer chamber, Measurement of Transformer turns ratio etc.
19	Maintenance of lighting & firefighting system	Auditorium	Elect. Engineer	Checking of all luminaries and decorative lights, Rectification of defects, Checking fountain lights and rectification, checking of Auditorium internal lighting system and correct them, Functional testing of firefighting system, Maintenance of DG Set, Top up of coolant, Battery contact cleaning, Top up of DM Water. Maintenance and functional checking of pumps.
20	Maintenance of HVAC chiller plant	Auditorium	Elect. Engineer	Visual inspection and cleaning of HVAC yard and plant, dust removing from Piping system, Checking for gas leakage and top up of gas if required, panel contact tightening, testing of compressor functioning. Testing of functional and safety parameters.
21	Maintenance of ups system.	Auditorium	Elect. Engineer	Checking of functioning, alarm, dust removal etc.
BEFORE SUMMER				
1	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main & OLTC Tank, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.

2	Maintenance of 2500 kva, 0.44/11kv t&r make dg transformer (captive plant transformer)	SS2	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.
3	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.
4	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Testing of WTI Safety alarm & Trip. Condition. Visual Inspection, contact tightness, Checking functional healthiness, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.
5	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.
6	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of earth resistance and top up of water in earth pit.
7	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2 & Meter Room	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Measurement of earth resistance and top up of water in earth pit.
8	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Measurement of earth resistance and top up of water in earth pit.
9	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required. Measurement of earth resistance and top up of water in earth pit.
10	Maintenance of substation LT panels.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required.

				Measurement of earth resistance and top up of water in earth pit.
11	Expertise support to rectify LT panel and motor starters.	STP, Tapovan, Dining Hall, Buildings, Bore wells	Elect. Engineer	To provide expertise help to resolve any serious issue in Panel or Motor starter.
12	Maintenance of ups system.	Auditorium	Elect. Engineer	Checking functioning of UPS in Mini & Main Auditorium and internal cleaning.
13	Earth Resistance	Campus	Elect. Engineer	Measurement of earth resistance of all earth pit in campus and top up of water
14	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm	Elect. Engineer	Checking performance of all capacitor steps and attends defects if any. Internal cleaning, dust & jala removal.
15	Maintenance of HVAC chiller plant	Auditorium	Elect. Engineer	Visual inspection and cleaning of HVAC yard and plant, dust removing from Piping system, Checking for gas leakage and top up of gas if required, panel contact tightening, testing of compressor functioning. Testing of functional and safety parameters. Measurement of earth resistance and top up of water in earth pit.

BEFORE WINTWR

1	Hot water generator & HVAC system.	Auditorium	Elect. Engineer	Visual inspection and dust removal, cleaning of Hot and cold water pipe, functioning of generator, testing of safety parameters, Testing of electrical load and replacement of defective parts like indication lamp, selector switches etc. Maintenance of HVAC System Cleaning of air filter, Maintenance of exhaust fan, maintenance of valves etc.
2	Maintenance of panel heater	SS1, SS2, SS3, Auditorium, Meter Room	Elect. Engineer	Testing, Rectification and switching ON all Panel heaters.
3	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main & OLTC Tank, Taking corrective measure and external dust removal. Testing, Rectification and

				switching ON all Panel heaters.
4	Maintenance of 2500 kva, 0.44/11kv t&r make dg transformer (captive plant transformer)	SS2	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Testing, Rectification and switching ON all Panel heaters.
5	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Testing, Rectification and switching ON all Panel heaters.
6	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, Taking corrective measure and external dust removal. Testing, Rectification and switching ON all Panel heaters.
7	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Testing, Rectification and switching ON all Panel heaters.
8	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Testing, Rectification and switching ON all Panel heaters.
9	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2 & Meter Room	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Testing, Rectification and switching ON all Panel heaters.
10	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Testing, Rectification and switching ON all Panel heaters.
11	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required. Testing, Rectification and switching ON all Panel heaters.

12	Maintenance of substation LT panels.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required. Testing, Rectification and switching ON all Panel heaters.
13	Expertise support to rectify LT panel and motor starters.	STP, Tapovan, Dining Hall, Buildings, Bore wells	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required.
14	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm	Elect. Engineer	Checking performance of all capacitor steps and attends defects if any. Internal cleaning, dust & jala removal.
BEFORE MONSOON				
1	Insulation resistance	Campus	Elect. Engineer	Measurement of Insulation Resistance of all HT/LT Equipment to ensure safety of man & Equipment.
2	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
3	Maintenance of 2500 kva, 0.44/11kv t&r make DG transformer (captive plant transformer)	SS2	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
4	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
5	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall	SS1	Elect. Engineer	Testing of WTI Safety alarm & Trip condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main & OLTC Tank, Taking corrective measure and external dust removal. Measurement of insulation

	and school			Resistance. Testing, Rectification and switching ON all Panel heaters.
6	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
7	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Testing of WTI & OTI Safety alarm & Trip. Condition. Radiator cleaning, Visual Inspection, contact tightness, Checking functional healthiness, oil level in Main, Taking corrective measure and external dust removal. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
8	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2 & Meter Room	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
9	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF, auto trip and safety function. Taking corrective measure as required. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
10	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required. Measurement of insulation Resistance. Testing, Rectification and switching ON all Panel heaters.
11	Maintenance of substation LT panels.	SS1,SS2,SS3 & Auditorium	Elect. Engineer	Visual inspection and internal cleaning. Checking auto ON/OFF and auto trip function. Taking corrective measure as required. Measurement of insulation Resistance.
12	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm	Elect. Engineer	Checking performance of all capacitor steps and attends defects if any. Internal cleaning, dust & jala removal. Measurement of insulation Resistance.
BEFORE SPECIAL OCCASSION/FDC				
1	Maintenance of diesel yard	Diesel Tank	Elect. Engineer	Ensure safety of diesel yard, stock record.

2	Maintenance of 3000 kva , 33/11kv t&r make mains transformer	SS2	Elect. Engineer	Visual inspection, dust removal, Checking of oil level in both main & OLTC Tank, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to ensure reliable and uninterrupted supply.
3	Maintenance of 2500 kva, 0.44/11kv t&r make dg transformer (captive plant transformer)	SS2	Elect. Engineer	Visual inspection, dust removal, Checking of oil level in main tank, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to ensure reliable and uninterrupted supply.
4	Maintenance of 2000 kva , 11/0.44kv, t&r make transformer feeding supply to ABB building & SMS building	SS2	Elect. Engineer	Visual inspection, dust removal, Checking of oil level in main tank, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to ensure reliable and uninterrupted supply.
5	Maintenance of 1600 kva, 11/0.44kv, kirloskar make transformer feeding supply to all offices, dining hall and school	SS1	Elect. Engineer	Visual inspection, dust removal, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to insure reliable uninterrupted supply.
6	Maintenance of 1250 kva, 11/0.44kv, kirloskar make transformer feeding supply to hostels	SS1	Elect. Engineer	Visual inspection, dust removal, Checking of oil level in main tank, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to ensure reliable uninterrupted supply.
7	Maintenance of 1000 kva, 11/0.44kv, t&r make transformer feeding supply to college hostels and street light	SS3	Elect. Engineer	Visual inspection, dust removal, Checking of oil level in main tank, marshaling box contact tightening, OLTC Box cleaning. Functional testing, testing of safety parameters to ensure reliable and uninterrupted supply.
8	Maintenance of 3x725 kva dg set (alternate source)	SS2	Elect. Engineer	Visual checking, dust removal, Battery contact cleaning, Top up of DM Water, Functional test, safety and interlocks to ensure reliability of alternate source.
9	Maintenance of captive plant cooling tower # 1, #2, & #3	SS2 (Terrace)	Elect. Engineer	Functional test of whole unit and individual allied equipment. Necessary maintenance if required.

10	Maintenance of DG synchronizing panel	SS2	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of each ACB, Greasing of moving parts, contact cleaning with CRC, Contact hot spot cleaning with SOFT rubbing paper, Make and Break contact condition, replacement with new if contact are not making healthy. Panel contact tightening, testing of ACB BY manual ON/FF Switch as well as auto functioning when mains go off. Testing of synchronization with DG by manual tripping of main supply and rectify if there is any defect. Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit. Testing of all interlocks of DG and panel and ensure reliability to work during power cut.
11	Maintenance of 33kv vacuum circuit breaker switch gear and its HT panel - 2 nos.	SS2	Elect. Engineer	Visual Inspection, dust removal, functional test, safety parameters and interlock testing to ensure reliable and uninterrupted power supply.
12	Maintenance of 11kv vacuum circuit breaker switch gear and its HT panel - 13 nos.	SS1,SS2,SS3	Elect. Engineer	Visual Inspection, dust removal, functional test, safety parameters and interlock testing to ensure reliable and uninterrupted power supply.
13	Maintenance of air circuit breaker switch gear and its panel - 18 nos.	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual Inspection, dust removal, functional test, safety parameters and interlock testing to ensure uninterrupted supply.
14	Maintenance of substation LT panels	SS1,SS2,SS3, Auditorium	Elect. Engineer	Visual inspection for any erosion and corrosion and Cleaning of entire panel, maintenance of ON/OFF Switches, tightening of contacts, Panel contact tightening, Testing and rectification of panel heater. Measurement of earthing value and filling of water in earth pit. Auto trip testing to clear fault. Checking of relay setting.
15	Maintenance of capacitor panel	SS1, SS2, SS3, Auditorium and Dairy Farm.	Elect. Engineer	Commercial point of view, Capacitor panel should be in working condition to avoid penalty or take maximum benefit from AVVNL. We keep close monitoring of every functioning and alarm and rectify them immediately to take maximum benefit from supply company / AVVNL.
16	Maintenance of compact sub station	Auditorium	Elect. Engineer	Visual Inspection, dust removal, functional test, safety parameters and interlock testing to ensure reliability of power supply during function in Auditorium.

Mody University of Science and Technology



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Problem Description

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Building Name	
Category	ELECTRICAL v
Problem Location	
Problem Description	
Time to Meet	

Complainant Description

Division	FMS v
Name	Ms. v
Mobile/Phone	
E-Mail	
Enter Text	9761

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MODY
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OF SCIENCE & TECHNOLOGY
LAKSHMANGARH - RAJASTHAN
A Leading Women's University

MODY UNIVERSITY OF SCIENCE & TECHNOLOGY
Lakshmangarh (Sikar) Rajasthan - 332 311, India
Ph. No. : (01573) 225001-12 (Ext.-1091) Dir. Line. 225025
• E-mail: dgm@modyuniversity.ac.in
• Website: www.modyuniversity.ac.in

PURCHASE ORDER

Kind. Attn.- Mr. Aditya Mehta
M/s AM Equipments & Services Pvt Ltd

Address : Jaipur

9829016880

State : Rajasthan

Dear Sir,

Please supply the undernoted goods subject to the terms and conditions printed here. No supplies should be Made after 6.00 pm. Indent Number, Item Code and Order No should clearly be mentioned in your challan and invoice. The invoice accompanied with the receipted original Challan should be submitted.

Purchase Order No. MUST/CO/2019-20/ 807

Purchase Order Date :- 26.09.2019

Internal PCA No. :- 662

S.No.	Item Description	Qty.	Rate (Rs)	Amount (Rs)
1	Renewal of Firewall Gateway Level Security System against Palo Alto Networks from 26/9/2019 to 25/9/2022 1. Part No. PAN-PA-3020-TP-3YR-R 2. Part No. PAN-PA-3020-URL4-3YR-R 3. Part No. PAN-SVC-BKLN-3020-3YR-R	1	12,39,300.00	12,39,300.00

Terms & Conditions :-

1.) **Delivery** : Immediately , (2) Warranty :- 3 Years

3.) **Payment** : Yearly advance with GST amount after submission of Invoice within 8-10 days.

Please mention supply order number in your bills. Further bill may be raised in favor of M/s MODY UNIVERSITY OF SCIENCE & TECHNOLOGY, Lakshmangarh, Sikar (Rajasthan).

Sub Total 12,39,300

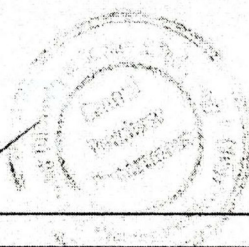
GST @ 18% 2,23,074

Freight Charges Included

Total Amount 14,62,374

PURCHASE ORDER NUMBER MUST BE MENTIONED IN THE CHALLAN AND INVOICE. NO BILL WILL BE PROCESSED WITHOUT VALID PURCHASE ORDER AND / OR ITS AMENDMENTS. BILL SHOULD BE SUBMITTED WITHIN 3 DAYS FROM THE DATE OF SUPPLY.

Signature



Signature

DGM - Purchase
(Sandeep Choudhary)

MUST GST NO.- 08AAAJM1982F1Z4

MUST PAN No.- AAJMJ1982F

If you need any clarifications regarding the same, Please feel free to contact :



MODY
UNIVERSITY
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LAKSHMANGARH - RAJASTHAN
A Leading Women's University

MODY UNIVERSITY OF SCIENCE & TECHNOLOGY (CO)

Lakshmangarh (Sikar) Rajasthan - 332 311, India

Ph. No. : (01573) 225001-12 (Ext.-1091) Dir. Line. 225025

• E-mail: gmp@modyuniversity.ac.in

• Website: www.modyuniversity.ac.in

PURCHASE ORDER

M/s ICON Infosystems Pvt Ltd.

Address:- Jaipur

Ph.- 9829065228

Purchase Order No.:- MUST/CO/2021-22/

Purchase Order Date :- 11.10.2021

370

Internal PCA No. :- 357

Dear Sir/Ma'am,

1. Please supply the undernoted goods subject to the terms & conditions printed here. Goods / material will not be accepted after 6:00pm.
2. Purchase Order No must be mentioned in Invoice / Challan. Payment will be held-up in absence of such reference.
3. Original Invoice / Bill should be sent along with material only.

S.No.	Particulars	Qty (Nos)	Rate (Rs)	Amount (Rs)
1	Renewal of CAMC - IBM Blade Centre S	1	65000	65000
	a) S. No./model no. Chassis - 8886-ITA 99B1350			
	Onsite Warranty 24x7, MA pack from IBM/Lenovo			
2	Renewal of CAMC - IBM Blade Server HS23	2	27500	55000
	a) S. No./model no. Blade - 7870-L2A 99K9366			
	b) S. No./model no. Blade - 7870-L2A 99K4426			
	Onsite Warranty 24x7, MA pack from IBM/Lenovo			
	Period 1st Oct 2021 to 31 Sept 2022			

Terms & Conditions :-

1.) Rates are "all inclusive".

2) Payment :- 100% advance against Proforma Invoice.

Total 120000

Delivery Included

Sub-Total 120000

GST @18% 21600

Total Amount 141600

Yours Faithfully
for Mody University

[Signature]
11/10/21

[Signature]
11/10/21

GM -Purchase
Saibal Sengupta

MUST GST NO.- 08AAAJM1982F1Z4

MUST PAN No.- AAAJM1982F

MODY UNIVERSITY SUGGESTS TO AVOID USE OF PLASTIC IN PACKAGING TO MAKE THE ENVIRONMENT PLASTIC FREE. THE UNIVERSITY RESERVES THE RIGHT NOT TO ACCEPT THE GOODS IN ANY FORM OF PLASTIC PACKAGING.

PURCHASE ORDER

Kind. Attn.- Mr. Aditya Mehta
M/s AM Equipment & Services Pvt Ltd.
Address :- Jaipur
Contact- 9829016880

Purchase Order No. MUST/CO/2020-21/287
Purchase Order Date :- 25/12/2020

Internal CP No. :- 1893

Dear Sir/Ma'am,

1. Please supply the undernoted goods subject to the terms & conditions printed here. Goods / material will not be accepted after 6:00pm.

2. Purchase Order No must be mentioned in Invoice / Challan. Payment will be held-up in absence of such reference.

3. After supply of material, original Invoice / Bill should be sent directly to GM Finance, Mody University, Lakshmangarh, Distt- Sikar, Rajasthan - 332311, Ph. No. : 9116177977

S.No.	Particulars	Qty (Nos)	Price (Rs)	Amount (Rs)
1	Academic Basic Support/Subscription VMware vSphere 6 enterprise Plus for 1 processor for 3 years (Item Code - VS6-EPL-3GSSS-A)	4	83300	333200
2	Academic Basic Support/Subscription VMware Vcenter Server 7 Foundation for vSphere upto 4 hosts (per instance) for 3 years (Item Code - VCS6-FND-3GSSS-A)	1	61,800	61800
	RENEWAL FOR 3 YEARS (26/01/2021 to 25/01/2024)			

Terms & Conditions :-

- 1.) Payment:- 100% advance against Proforma Invoice
- 2.) Please mention Purchase Order number in your bills. Further bill may be raised in favor of M/s MODY UNIVERSITY OF SCIENCE & TECHNOLOGY (CO), Lakshmangarh, Sikar (Rajasthan).

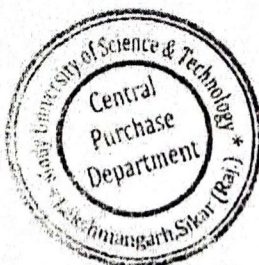
Sub Total 395,000

GST @18% 71,100.00

Total Amount 466,100

Yours Faithfully
for Mody University

Aditya Mehta
25/12/2020



Saibal Sengupta
25/12/2020
GM - Purchase
Saibal Sengupta

MUST GST NO.- 08AAAJM1982F1Z4

MUST PAN No.- AAJMJ1982F

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