

CIRCULAR

Sub: Implementation of **"Equipment / System Maintenance Day"** - To be observed on **3rd Saturday of every Month** - Maintaining **"Lab Maintenance Compliance Register"** in each lab of the department - Reg.

The management has been extremely magnanimous in consistently providing and investing substantial resources in laboratory infrastructure, including equipment, computers, UPS systems, software, and other essential equipment, year after year, for the benefit of our students.

However, it has been observed with concern that the systems and equipment are not being managed or maintained adequately by the Operators, Programmers, and Lab Assistants. This lack of proper upkeep may hinder the optimal functioning and longevity of the equipment, ultimately affecting the students' learning experience and rendering the investments futile.

In this regard, the administration decided to **observe every 3rd Saturday of a month as "Equipment/System Maintenance Day"**. **In case of holiday, it should be observed on 4th Saturday of month.**

On this **"Equipment/System Maintenance Day"**, the following maintenance activities must be carried out by the Operators, Programmers, and Lab Assistants, under the supervision of the respective Faculty Lab In-Charges:

1. **Clean & Dust Removal:** Clean and properly arrange all equipment.
2. **Calibration & Testing**
3. **Identify and report** faulty equipment for repair.
4. **Install** Windows updates.
5. **Update** system firmware and drivers.
6. **Delete** browsing history and temporary files.
7. **Update** web browsers.
8. **Check** internet connectivity of each system.
9. **Update and run** anti-virus software with a full system scan.
10. **Update** software (as applicable).
11. **Check** the functioning of peripheral devices (keyboards, mouse, printers, projectors, UPS, etc.).
12. **Verify** UPS batteries and power backup systems.
13. **Ensure** licensed software and antivirus subscriptions are valid and updated.
14. **Backup** important data/files regularly (lab records, manuals, student projects).
15. **Electrical & Safety Checks:** **Inspect** electrical wiring, plugs, and network cables for safety.
16. **Storage & Inventory:** Check consumables stock, identify missing tools / accessories and replace
17. **Document** all maintenance tasks in the Lab Maintenance Compliance Register with date, signature, and remarks.

In this matter, the HoDs are advised to arrange a **"Lab Maintenance Compliance Register"** in each laboratory and record these maintenance activities from **S.No.1 to S.No. 16** every 3rd Saturday of the month.

The HoDs are further advised to adhere to the schedule, check the compliance and affix signature with date.

This directive will be in force with immediate effect.



PRINCIPAL

To

All HoDs for compliance

- Copy to: 1. The Chairman, KITSW; 2. Registrar
3. AO, to check the compliance status, every month and report; 4. AAC