

YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc.

The institute has robust arrangement for maintaining the assets of the institute. It has well equipped and qualified maintenance staff whose key responsibility areas inter alia includes the maintenance of entire campus and physical assets of the institute. It makes sure that every utility on the campus is in a 24/7 functional mode. Preventive and breakdown maintenance are carried out on a regular basis. Annual maintenance contracts (AMC) are established with the vendors and they are renewed regularly. All the equipment and machineries are well calibrated for accuracy in reading.

Well defined procedures are available and executed within the Institute for the maintenance of its physical equipment. Standard Operating Procedures are available for maintaining and Utilizing physical, academic and support facilities. Maintenance Department looks after the maintenance of entire physical infrastructure on the college campus. College has provided sufficient number of supervisory and other staff to take care of all sorts of maintenance work viz, water supply, plumbing and sanitation maintenance, electrical maintenance, carpentry, cleaning of the entire college premises etc. Maintenance department is responsible for supervision of ongoing construction work, cleaning and maintenance works of entire campus and also for bringing out improvement in the physical ambience of the college campus.

Entire housekeeping work of the campus including, sanitary maintenance has been outsourced. Housekeeping staff daily carry out work such as: cleaning, sweeping, dusting of all departmental laboratories, class rooms, library, administrative block etc. Apart from the maintenance staff, departmental non-teaching staff keep track record of daily cleaning of their respective departmental laboratories and class rooms and give monthly report to HoDs and the maintenance department.

Laboratories:

All laboratories are effectively used by the students as per their time table during the college hours and can also be availed even after the college hours. Lab Attendance register, stock register, Invoice files and purchase bills are maintained for each lab. The entry register is maintained to ensure the effective utilization of equipment. Lab Assistants and supporting faculties are responsible for maintaining lab equipment. All Major/advanced equipment are maintained by

Annual Maintenance Contract (AMC). Minor Equipment's are repaired and maintained regularly.

Computers and IT facilities:

The academic requirements of computers are taken care and procured to enable the usage for the research and the project work. Stipulated procedures are documented and executed for the maintenance of the systems. System Analyst and his team of network engineers and programmers are responsible for the maintenance of IT facilities in the campus. They resolve the issues such as, hardware troubleshooting, software installation/update, maintaining biometric devices, ICT facilities, printers, anti-virus installation, website maintenance, and other network-related issues. The complaints posted through E-mail/online system are addressed by the team. Lab assistants under the supervision of system analyst upkeep the efficiency of computers and IT accessories in the institution. LAN and Wi-Fi are regularly checked by the network team. All the IT facilities are maintained by the Annual Maintenance Contract (AMC).

Library:

Library updates its books repository on a yearly basis as per the changes in the curricula. Inputs from the student and faculty are collected in the prescribed format for books to be procured. Library committee discusses and approves the procurement of the same. The library committee meets regularly to upgrade and procure any additional books resources related to both technical and non-technical. The list is duly verified and approved by the Principal. A suggestion box is provided in the library to collect suggestions from users to enrich the library resources.

'No dues' clearance from the library is made mandatory for the students before appearing in the exam in view of stock verification of books. Entry register for visitors is maintained to ensure the effective utilization of library resources. The issues such as weeding out of old titles, maintaining torn books are resolved with the help of the library committee.

Sports Facility:

The gym and other equipment servicing are taken up as and when required under the supervision of the physical director. The Physical Director maintains the sports facilities in the institution. The stock Register and Issue Register are maintained to ensure the proper handling of the sports equipment. Stock verification of sports equipment is carried out at the commencement of each semester. The playgrounds are maintained under the supervision of the Physical Director. The playgrounds are made ready and are kept up to the mark before the commencement of the sports activity.

Class Rooms:

At the beginning of each semester the classrooms, ICT facilities and furniture are verified and upgraded by the Administrative Officer. The classroom amenities are verified and maintained periodically to uphold effective teaching-learning practice.

Electrical Maintenance:

To supervise the electrical maintenance of the campus electrical maintenance team is available comprising of electrical technicians and helpers. They are responsible for the maintenance of electrical equipment's and are ensuring uninterrupted power supply in the campus. Generators have been installed in campus for uninterrupted electrical supply.

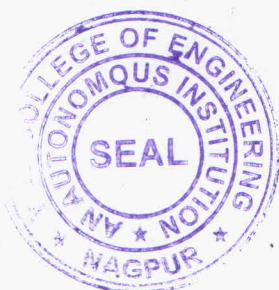
Maintenance of other Infrastructural facilities:


Administrative Officer of the institution oversees the maintenance of buildings, classrooms, and Laboratories. He works with a group of dedicated supporting staff to upkeep the facilities in virtuous condition. He also looks after the maintenance of other infrastructural facilities such as a playground, drinking water, parking areas, lawns, gardens, sewage treatment plants, whitewashing, restrooms, keeping campus maps and direction board, etc., Apart from this, student volunteers of NSS unit and other students forums, undertake plantation work periodically on the campus. The sustained efforts taken by one and all enabled substantial improvement of physical ambience on the college campus.

Water coolers have been established in all the buildings to cater for safe drinking water. The quality of drinking water is tested in every three months. The fire extinguishers are refilled and kept in a serviceable condition throughout the year. The institution provides vehicle parking facilities inside the campus. Provision/Space to park cars and two-wheeler vehicles are available. Round the clock security on the college campus is done by the external agency.

Process for Repair/replacement Complaints:

- 1) Dully Filled Complaint Form is forwarded to Maintenance Department. The concerned people inspect the site and depute a technical person / suitable person for maintenance.
- 2) If in-house repair is not possible then the work is outsourced.
- 3) Once the complaint is resolved it will be closed with the signature of the person logged the complaint.




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