

NANASAHEB MAHADIK COLLEGE OF ENGINEERING, PETH

Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities:

I. Building maintenance:

- To provide a good infrastructure, a proper maintenance is taken for the buildings, furniture and fittings.
- An Infrastructure Coordinator has been appointed from the senior faculty of Civil Engineering Department having professional experience for the overall development and maintenance work.
- In case of any maintenance related issue Lab Incharge/HOD forward application to Infrastructure Coordinator. After verifying complaint and identifying necessary action for repair/replacement, he gets the task completed.

II. Equipment maintenance:

- Laboratory equipments are serviced and maintained by competent man power in respective departments.
- A teaching faculty is assigned duty of lab in-charge who maintains dead stock entries, get those entries verified from head of department.
- Every lab is maintained by a lab assistant and monitored by lab in charge. Lab assistant check equipment in lab at regular time interval and generate reports about condition of the equipment in lab. The same report is submitted to lab in-charge of lab.
- If any equipment fails, lab in-charge add requirement in new requirements list which is validated by concerned HOD.

III. IT maintenance:

- The systems Office with the in charge, members is available to attend the computer hardware/software and network connectivity related issues.
- The task of is to establish and maintain IT infrastructure in the campus.

IV. Electrical maintenance:

- Power supply, generators and electrical repairs are handled by the Electric Coordinator to facilitate the campus with reliable electric power.
- In case of any maintenance related issue Lab Incharge/HOD forward application to Electric Coordinator. After verifying complaint and identifying necessary action for repair/replacement, he gets the task completed

V. Library maintenance:

- Head of departments circulates sheet to all faculty members regarding new book requirements.
- This requirement is collected two months before start of new semester.
- For each subject, list of textbooks, reference books, required copies for current strength of students and remark is specified in sheet.
- Head of departments forwards all book requirements to librarian.
- Librarian verifies existing stock of books and new requirement and adjusts required copies accordingly. After all requirements are finalized, quotations are invited from publishers.
- Librarian sends purchase order to the vendor after approval from Principal.

VI. Housekeeping and Gardening maintenance:

- The garden is conserved retaining regularly to have an exotic look to the college by maintaining the lawns and floras.
- Housekeeping staff cleans his assigned area thrice a day



**Dr. J. A. Tamboli
Principal**

