SHRI VITHAL EDUCATION & RESEARCH INSTITUTE's

SVERI's COLLEGE OF ENGINEERING, PANDHARPUR

Physical, Academic and IT Maintenance Policy

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1) Details of the Committees Constituted for Maintenance

Following committees are constituted for maintenance of various facilities and infrastructure in SVERI's College of Engineering, Pandharpur:

i. Electrical and Building Maintenance Committee-

a) This committee will deal with the Civil and Electrical maintenance of various facilities and infrastructure within the Institute premises, including hostels and sports complex.

b) The committee will be headed by the HOD or an experienced faculty from Civil or Electrical Engineering department.

c) In addition to this, the committee will include members such as Civil Engineer, Electrical supervisor, Wiremen, Plumber, etc.

d) The committee will report to the Campus In-charge and get guidelines about their work.

e) The committee should demand requirements regarding maintenance from various Heads of the Departments and Section In-charges through oral/telephonic, email or written communication.

f) After completion of the work, the committee should maintain record of the task performed and discuss review of the work during their scheduled meetings.

g) The committee should have at least two meetings in a semester and a register about record of the meetings should be maintained by the committee coordinator.

h) Outsourcing may be done in the form of AMC, works involving bigger volume, critical or important maintenance scenario, etc.

i) Proper procedure be followed for procurement of material required for maintenance.

j) The needful maintenance work of classrooms/laboratories should be carried out before/after college hours or during non-teaching period, whenever possible, so as to ensure minimum disturbance to the academic activities of the Institute.

ii. Maintenance and Repairs Committee (Excluding Civil and Electrical Maintenance)-

a) This committee will deal with mostly mechanical maintenance of various facilities and infrastructure within the Institute premises, including hostels.

b) The committee will be headed by the Workshop Superintendent or an experienced faculty from Mechanical Engineering department. The staff members/artisans of the workshop will execute the work of maintenance as per the instructions from the committee coordinator to the extent possible.

c) In addition to this, the committee will include one faculty members from each department, who will ensure timely communication in regard of maintenance requirements and follow up etc.

d) The committee will report to the Campus In-charge and get guidelines about their work.

e) The committee should demand requirements regarding maintenance from various Heads of the Departments and Section In-charges through oral/telephonic, email or written communication.

f) After completion of the work, the committee should maintain record of the task performed and discuss the review of the work during their scheduled meetings.

g) The committee should have at least two meetings in a semester and a register about record of the meetings should be maintained by the committee head.

h) Outsourcing may be done in the form of AMC, works involving bigger volume, critical or important maintenance scenario, etc.

i) Proper procedure be followed for procurement of material required for maintenance.

j) The needful maintenance work of classrooms/laboratories should be carried out before/after college hours or during non-teaching period, whenever possible, so as to ensure minimum disturbance to the academic activities of the Institute.

iii. AMC/CCTV Maintenance Committee-

a) This committee will deal with the routine maintenance of CCTV cameras, computer systems and peripherals, UPS, Batteries, Access Points, Switches and other related components within the Institute premises, including hostels.

b) Electrical Supervisor of the Institute will be coordinator of the committee.

c) In addition to this, the committee will include one staff member from each department/section, who will ensure timely communication in regard of maintenance requirements and follow up, etc.

d) The committee will report to the Campus In-charge as well as Dean Administration and get guidelines about their work.

e) The committee has to ensure proper functioning of all the systems and related components in the institute premises through sample observations.

f) Regular cleanliness of the devices should be ensured by the committee.

g) The AMC of the devices and the systems may be outsourced, and proper execution of the maintenance activities carried out by the agency should be monitored and reported by the committee coordinator.

h) Outsourcing may be done in the form of AMC, works involving bigger volume, critical or important maintenance scenario, etc.

i) Maintenance of the facilities related to the classrooms should be preferably done before/after college hours or during non-teaching period.

iv. Network Maintenance Committee-

a) This committee will deal with the routine maintenance of Networking devices within the Institute premises, including hostels.

b) One faculty member will be the coordinator of the committee.

c) In addition to this, the committee will include faculty/staff member from each department, who will ensure timely network maintenance activities.

d) The committee will report to Dean Administration and discuss the progress of their activities.

e) The committee has to ensure continuous and efficient functioning of the Institute network and has to communicate with the service provider in case of troubleshooting.

f) Providing the authorized access to the network for newly joined faculty members and students, generating official email ids for them should be dealt by the committee.

g) Regular review of the inappropriate access and control on the possible cybercrime should be targeted by the committee.

h) The AMC of the devices and the system may be outsourced, and proper execution of the maintenance activities carried out by the agency should be monitored and reported to the authority by the committee coordinator.

i) The committee should have at least two meetings in a semester and a register about record of the meetings should be maintained by the committee coordinator.

j) Outsourcing may be done in the form of AMC, works involving bigger volume, critical or important maintenance scenario, etc.

k) Proper procedure be followed for procurement of material required for maintenance.

l) Needful maintenance of the ICT facilities related to the classrooms should be preferably done before/after college hours or during non-teaching period.

2. Maintenance of Laboratories, Library, Class Rooms and Sports Complex

a) Electrical Maintenance and Civil Maintenance of these facilities should be taken care by the Electrical and Building Maintenance Committee.

b) Mechanical Maintenance of these facilities such as repair of doors and windows should be taken care by the Maintenance and Repairs Committee (Excluding Civil and Electrical Maintenance).

c) The repair of CCTV cameras, computer systems and peripherals, UPS, Batteries, Access Points, Switches and other related components at these locations should be taken care by the AMC/CCTV Maintenance Committee.

d) The maintenance related to the Network at these places should be taken care by the Network Maintenance Committee.

3. SOP for Maintenance of Laboratories

a) Provision for maintenance of equipments in the laboratory should be made in the annual budget of the department.

b) A note regarding the need for preventive/breakdown maintenance of the equipment should be put up by the concerned laboratory in-charge to the HOD and seek permission from the HOD for carrying out the required maintenance.

c) A tender notice and/or call for the quotations using the institutional mechanism should be ensured by the laboratory in-charge, taking the consent from the HOD.

d) A comparative statement of the quotations should be prepared at the department level and thereafter should be put up for the approval of the

authority. The party to whom order be given be finalized with due justification and accordingly order be placed.

e) The maintenance work should be carried out in the laboratory or outside the institute premises, as per the need.

f) A report regarding the maintenance carried out by the agency should be prepared by the concerned lab in-charge and submitted to the authority.

g) Ensuring the sequence of above-mentioned activities and relevant satisfactory reports, procedure for payment of the bills to the concerned party should be initiated by the concerned department.

h) Wherever possible, maintenance be done internally.

4. SOP for Maintenance of Library Facilities

a) A record of books issue/return should be maintained in hard copy as well using ILMS.

b) Separate entry registers for students and staff members should be maintained by the Librarian and put before the library committee meetings.

c) The library committee should ensure the demand of latest titles and volumes required by the faculty members as per the AICTE norms in each academic year.

d) The librarian should initiate the standard procedure for purchase of books following due procedure as given above in SOP for maintenance of Laboratories.

e) Updating the books list with their accession numbers should be done on regular basis after purchase or scrapping of the books in the library.

f) Binding of the torn and old books should be carried out on regular basis by appointing a separate external agency and following the due procedure in this regard as given above in SOP for maintenance of Laboratories.

g) The library committee should have their meeting at least twice in a semester and record of the same should be maintained in the register.

(Dr. B. P. Ronge)
PRINCIPAL