

**Pune Vidyarthi Griha's
College of Engineering, Nashik**

Maintenance Policy Document

In-charge of the civil section shall look after the maintenance of physical infrastructural facilities.

Guidelines for the maintenance of physical infrastructure:

1. Prepare the routine and preventive maintenance schedule
2. Execute the maintenance schedule with the support of external agencies
3. Emergency maintenance shall be completed on priority basis
4. The consolidated report of the yearly maintenance shall be prepared and submitted to authorities.

Responsibilities of maintenance of the infrastructure:

Sr.No.	Equipment / Infrastructure	Routine Check	Monitoring Authority
01	General electrical maintenance	Lab Assistant and Lab Incharge	I/C of Electrical Section
02	Photocopy Machine	Lab Assistant Comp/IT department	Principal/Director
03	Generator and Power Supply	Electrician	I/C of Electrical Section
04	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Lab Assistant	Head of Comp/IT Department
05	Internet connectivity and Wi-Fi	System Admin	Head of Comp/IT Department
06	Website	System Admin	Head of Comp/IT Department
07	CCTV and Biometric	Lab Assistant Comp/IT/ETC	Principal/Director
08	Software	Lab in-charge and Subject In-charge	Head of respective Department
09	Library	Librarian	Principal
10.	Telephone-EPABX	Lab Asst ETC Dept	Head of ETC Department
11.	Workshop	Lab Assistant, Lab Incharge workshop	Head of Mechanical Department
12.	Civil Works	I/C of Civil Section	Principal/Director
13.	Water-coolers and Purifiers	I/C of Civil Section	Principal/Director
14.	Plumbing	I/C of Civil Section	Principal/Director
15.	Classroom-benches and overall furniture including	Lab Assistant workshop	Principal/Director
16.	Sports facilities	Sports In- charge	Principal/Director
17.	Gardening	I/C of Civil Section	Principal/Director
18.	Lab Equipment	Lab Assistant/Lab Incharge	Head of Respective Department

PVGCOE Nashik has well established maintenance policy which is modified time to time as per requirement. The maintenance and the cleaning of the classrooms and the laboratories are taken care by third party contract experts and non-teaching staff. The college garden is maintained by the gardening contractor gardener appointed by the institute. The college has adequate number of the computers with internet connections and the utility software's distributed in different areas like office, laboratories, library, departments etc.

1. Classrooms, Laboratories, Library, passages, toilet blocks are regularly clean and swept by cleaning outside agency. Cleaning contractor is appointed for the same.
2. Water tanks, coolers, septic tank, etc. are clean by periodically either by in-house or third party.
3. Plumbing, Electrical, and computer maintenance are also carried out by Technical support staff of various Department.
4. Computer maintenance and peripheral repairs, replacements are either carried by in-house or third party
5. Generator, Lab machineries, workshop equipment's are serviced regularly. Minor repairs are carried out in house, major repairs and maintenance is carried by sales or service agency.
6. We had provided all weather approach road and parking area by in-house paver block production.
7. Campus Development work and repairs works are carried out by Civil Engg.