

Maintenance and utilization procedures for physical, academic and support facilities



Late Purushottam Hari (Ganesh) Patil Shikshan Sanstha's
Mauli Group of Institution's,
College of Engineering & Technology,
Khamgaon Road, Shegaon, Maharashtra, India, 444203.

(2023-24)

The institute has established standard operating procedures for the maintenance and utilization of physical, academic, and support facilities. The institute has a **Facility Management Cell (FMC)** for maintenance and utilization of physical, academic, and support facilities. FMC coordinates the maintenance activities of the institute and ensures proper and optimum utilization of resources.

Objectives of the FMC:

1. To facilitate to arrange and supply required physical resources
2. To coordinate the maintenance activities
3. To ensure proper and optimum utilization of resources

Procedure for Utilization & Maintenance of Infrastructure

Utilization Procedure:

- Every piece of infrastructure that is needed has been kept in its designated location for use. Access to additional infrastructure facilities is subject to prior registration or approval from the designated authority.
- Schedule timings must be strictly followed and special request for additional usage such as events or workshop required additional permissions from the designated authority.

Maintenance Procedure:

The Institute's FMC is responsible for the upkeep of infrastructure by maintaining electrical work, construction work, plumbing work, carpentry work, compute hardware/software and network work, fabrication work and essential services including water supply, fire safety equipment, drainage, and sanitation etc.

- The faculty member in charge of a particular area should inform their Head of Department (HoD) about any necessary maintenance work.
- The HoD, after reviewing the request and approving it, will send it to the Principal.
- The principal, after reviewing the request and confirming the work, will forward it to the Facility Management Cell.
- The Facility Management Cell and their team will provide the necessary services to departments within a specified timeframe.
- If new parts or equipment are needed for a repair, the head of the Facility Management Cell will inform the principal using the request form/application.
- The principal will then send these purchase requests to the store officer for further

action.

- The store officer is responsible for ensuring that all goods are purchased from approved vendors.
- Once the goods are received, they will be handed over to the Maintenance Committee. After the maintenance committee completes the necessary work to the department's satisfaction, the department will confirm the completion by signing the work order.

Procedure for Utilization & Maintenance of Equipment

Utilization Procedure:

- A record-keeping book has been kept with the lab attendant.
- Students have to mention the details of the equipment that they are utilizing in the record-keeping book.

Maintenance Procedure:

Each department has a team of lab attendants responsible for the maintenance of laboratory equipment. This includes repairs, calibration, and configuration.

- Lab in-charges will inform the responsible person if any equipment needs significant repairs or calibration.
- Minor issues will be addressed within the department using available resources.
- For major repairs or calibration of academic support equipment, the department will contact relevant service providers and obtain quotations for the necessary work.
- Once a quotation is accepted, the department's faculty in charge will contact the chosen agency to see if the repairs can be done on campus or at the agency location.
- The equipment will be transported to the agency's repair facility if it is not possible to repair it at the institute.
- After the repaired equipment is returned to the department, the faculty in charge, along with the lab in charge, lab attendant, and subject in charge, will inspect it to ensure it's working correctly and undamaged.
- If any damage is found, the faculty in charge will report it to the store officer for further action.
- The bills for repairs should only be approved for payment if the faculty member in charge is completely satisfied with the quality of the repair work done by the company and if the equipment has not been further damaged during the repair process.

Procedure for Utilization & Maintenance of Computing Facilities:

Utilization Procedure:

To utilize the computing facility students and staff must adhere to the department's guidelines.

- Students should register their details with the lab assistant and obtain necessary approvals for access.
- Proper login credentials must be used to access systems and users are expected to handle equipment responsibly.
- Staff should send the details of required computing facility to the computer technician with the permission of appropriate authority.

Maintenance Procedure:

The institute has a dedicated team of computer technicians for the maintenance of computing facilities. The computer technician and their team are responsible for maintaining all the computer networks, servers, internet services, and related equipment, such as firewalls, to ensure smooth and reliable computer operations within the institute. Annual maintenance contracts are in place at the institute to keep the computing facilities maintained.

- The department has to report the computer technician for the repairs or replacements of computing facilities or any computing ancillary item.
- The computer technician and their team will fix problems within the institute whenever needed.
- The maintenance of computing facilities can be done by the outsourcing agency or vendor if the issue is not solved by the computer technician after the permission of the principal.

Procedure for Utilization & Maintenance of Sports Equipment

The Director of Physical Education will make sure that students return borrowed sports items in good condition. If any damage occurs, they will inform the Principal with the necessary details.

Utilization Procedure:

- A record-keeping book has been kept with the Director of Physical Education.
- Students have to mention the details of the sports equipment that they are utilizing in the record-keeping book.

Maintenance Procedure:

- Director of Physical Education oversee the upkeep of the equipments, sports grounds and playing areas.
- Director of Physical Education will report to the Principal for buying new equipment or maintaining existing ones.
- If repairs are needed for the grounds or sport equipment, Director of Physical Education will request maintenance work from the FMC after getting approval from the Principal.

Dr. C. M. Jadhao
Principal