

Shram Sadhana Bombay Trust's
COLLEGE OF ENGINEERING AND TECHNOLOGY
BAMBHORI, POST BOX NO. 94, JALGAON-425001. (M.S.)

Policy details of Systems and Procedures for maintaining and utilizing physical, academic and support facilities

The institute has a state of art infrastructural facility that provides conducive environment not only for students learning but also for overall development of students. The institute has established systems and procedures for maintenance and utilization of physical, academic and support facilities.

Cleanliness and safety are among the top most priorities of the institute. Cleanliness of the campus and other infrastructural facilities is carried out under the supervision of caretaker. Sweepers/peons carry out cleaning of class rooms, laboratories, departments, library, office, hostels etc. regularly. Institute ensures clean environment by keeping dustbins at every corner and collecting trash regularly. During pandemic, sanitization being the most important to maintain hygiene, the institute followed all guidelines to prevent COVID – 19 for the safety of students and staff in the campus. Fire safety being another important safety measures, the institute always ensures that the fire extinguishers in the laboratories and other important places in the campus are fully operational.

The institute pays due attention towards maintenance and up keeping of laboratory equipments. To maximizing equipment uptime the institute follows preventive maintenance and corrective maintenance strategy. And sole responsibility of such maintenance lies on the technical staff / lab assistants. Log books / maintenance registers are maintained that reflects the usage and maintenance history of the equipments. In case of breakdown the technical staff / lab assistants evaluate the equipments and accordingly submit initial cost estimates for consumable components / parts, if any. After approval the maintenance work is carried out either by technical staff / lab assistants or by skilled vendors. The institute invites quotations for the required consumable components/parts and maintenance by skilled vendors, and accordingly order for the same is placed. For monitoring the up keeping of equipments, the institute conducts stock verification of laboratory equipments every year.

The institute has adequate IT infrastructure. The institute has dedicated hardware engineers for the up keeping of desktop computers, printers, network and other peripherals. They are also responsible for up keeping of necessary software for academic and administrative support. In case of breakdown, same procedure is followed as that for the other equipments.

The institute has dedicated electrical installations such as transformer, DG set and PV Solar Roof top power plant etc. The preventive and corrective maintenance of these electrical installations are carried out as per manufacturer guidelines. In case of breakdown, same procedure is followed as that for the other equipments. Further, regular maintenance of electricity supply to all electrical / electronic equipments / devices are carried out by dedicated electricians.

Infrastructure is the heart of the institute and so as its maintenance. Infrastructure maintenance is carried out by a team that includes site engineer, care taker and dedicated staff. The team undertakes and monitors various activities viz. construction activities, renovations, repairs, water supply, sanitation, waste disposal, cleaning of building and surroundings etc. Further, along with site engineer additional members are deputed to carry out specific work as and when required. Moreover, the skilled manpower of workshop provides necessary services for maintenance as and when required.

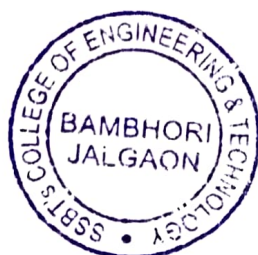
The institute has well equipped central workshop for the students. Preventive maintenance of equipments /machineries in the workshop is carried out regularly, in every six months. It includes oiling, greasing and cleaning etc. In case of break down, same procedure is followed as that for the other equipments.

The institute has well equipped central library with conventional library and digital library. The librarian and staff look into the proper, smooth and efficient functioning of the library. It includes keeping up to date records of books circulation, ensuring return of books from students, maintaining log books of faculty and students. It also includes the proper arrangement of books on the racks, arrangement of journals and magazines in the respective section. Up keeping of books i.e. binding etc. are taken care by the library staff. Every year, stock verification of library is carried out through a committee. The committee accordingly prepares a report which includes number of books available, number of books written off, and number of books in torn condition. The books in torn condition are kept separate.

The institute has playground for outdoor games, having 13226 sq. m area and well-equipped gymnasium of 187 sq. m. area. Maintenance of playground and up keeping of equipments in gymnasium are taken care by Physical Director. The campus has lush green lawn and garden. Dedicated trained gardeners take care of up keeping of lawn and garden. The institute has waste water recycling plant of 100 m³/day capacity that helps to maintain the lawn and garden green & live throughout the year.

Since the institute is 7 km away from the city, the institute has SIX busses that ply regularly as transport facility for the students. Maintenance of these buses are taken care by vehicle in-charge through dedicated & skilled drivers. They also maintain vehicle records like registration, PUC, daily ply records etc.

The campus houses boys hostels and as well girls hostels. Maintenance & up keeping of facilities in the hostels are taken care by the respective rector. Regular maintenance in these hostels is carried out by workshop staff, site engineer and electricians as and when required as per the request by rector. In case of any break down, same procedure is followed as that for the other equipments.



A handwritten signature in black ink, appearing to be "K.S. Wani".

Dr. K.S. Wani
PRINCIPAL
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