



**Pune Vidyarthi Griha's  
College of Engineering and  
Shrikrushana S.Dhamankar Institute of  
Management, 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, like labour contractor, Painting contractor, Plumbing agency, etc.
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 Electrical Engg.	Principal/Director
02	Photocopy Machine	Lab Assistant Comp/IT department	Principal/Director
03	Generator and Power Supply	Electrician Lab Assistant and Lab Incharge Electrical Engg	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	Website Coordinator System Admin	Head of Comp/IT Department
07	CCTV and Biometric	Lab Assistant Comp/IT/AIDS/ETC	Principal/Director
08	Software	Lab in-charge and Subject In-charge	Head of respective Department
09	Lab Equipment	Lab Assistant/Lab Incharge	Head of Respective Department
10.	Library	Librarian	Principal
11.	Telephone-EPABX	Lab Asst. E&TC Dept	Head of E&TC Department
12.	Workshop	Lab Assistant, workshop Superintend Lab In charge workshop	Head of Mechanical Department
13.	Civil Works- Building , Road, Parking	I/C of Civil Section	Principal/Director
14.	Water-coolers and Purifiers	I/C of Civil Section	Principal/Director
15.	Plumbing	I/C of Civil Section	Principal/Director
16.	Lift	I/C of Civil Section Lab Incharge Electrical Engg.	Principal/Director
17.	Generator	Lab Incharge Electrical Engg.	Principal/Director
18.	Gardening	I/C of Civil Section	Principal/Director
19.	Classroom-benches and overall furniture including	Lab Assistant workshop	Principal/Director
20.	Sports facilities	Sports In- charge	Principal/Director
21.	Paver block Machine	Lab Assistant Workshop/ Mechanical dept	Head of respective Department
22.	Vehicle Bus / tractor	Lab Assistant Workshop/ Mechanical dept	Head of respective Department



PVGCOE & S.S. Dhamankar Institute of Management, 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 institute campus garden is maintained by the gardening contractor, 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, computer center etc.

1. Classrooms, Laboratories, Library, passages, toilet blocks are regularly clean and swept by cleaning outside agency. Cleaning contractor/ housekeeping agency is appointed for the same.
2. Water tanks, coolers, septic tank, etc. are clean by periodically either by in-house or housekeeping agency 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. Internet Service Providing agency is appointed for required Bandwidth supply
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. with help of contracting agencies.



  
**PRINCIPAL**  
PVG's College of Engineering and  
Shrikrushna S. Dhamankar Institute of Management.  
Nashik-422 004