

**Pune Vidyarthi Griha's  
College of Engineering and Technology, Pune**

**Maintenance Policy Document**

Head of the Civil Department 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	College-level Coordinator	Extension Number
1.	General Electrical maintenance	Electrician, Lab Assistant and Lab-in-charge	Head of the respective Department	Head of Electrical Department	404
2.	Air-conditioner	Lab Assistant and Lab-in-charge	Head of the respective Department	Head of Civil Department	401
3.	Generator and Power Supply	Electrician	Head of Electrical Department	Head of Electrical Department	404
4.	Solar Thermal Systems	Hostel Rector	Director	Rector	434
5.	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Department-level Computer Coordinator	Head of the respective Department	College-level Computer Coordinator	493
6.	Internet connectivity and Wi-Fi	Lab Assistant and Lab-in-charge	Head of the respective Department	Network Administrator	459
7.	Website	Department Computer In-charge	Head of the respective Department	Staff Coordinator-Computer Department	493
8.	ERP	IT Infrastructure Committee	Principal	IT Infrastructure Committee	455
9.	CCTV and Biometric	IT Infrastructure Committee	Principal	IT Infrastructure Committee	459
10.	Software	Lab in-charge and Subject In-charge	Head of the respective Department	Head of the respective Department	-
11.	Library	Librarian	Principal	Library Committee	441

12.	Telephone-EPABX	Sachin Mohol	Sachin Mohol	College-level Coordinator	448
13.	Workshop	Workshop Superintendent	Principal	Head of Mechanical Department	433
14.	Lift	Head of Civil Department	Principal	Head of Civil Engineering	401
15.	Civil Works	Head of Civil Department	Principal	Head of Civil Engineering	401
16.	Water-coolers and Purifiers	Head of Civil Department	Principal	Head of Civil Engineering	401
17.	Plumbing	Head of Civil Department	Principal	Head of Civil Engineering	401
18.	Classroom-benches and overall furniture including notice boards	Central Workshop	Principal	RM Kanse	489
19.	Sports facilities	Sports In-charge	Principal	Sports in-charge Prof. Anand Najan	451
20.	Gardening	Head of Civil Department	Principal	Head of Civil Department	401

The college helps to keep the infrastructure in optimum working condition. Many preventive maintenance policies are functional to prevent breakdown of facilities such as lift, generators, internet and Wi-Fi, gardening, housekeeping. An annual maintenance contract is signed with KONE regarding maintenance of 2 college lifts and with OPEL regarding maintenance of lift in college auditorium. The contract states that the lifts shall be maintained once every month and as per call. The payment terms include payment to be done every quarterly to KONE and bi-annually to OPEL.

Garden Maintenance is carried out through Annual Maintenance Contract through third party Shree Enterprises for labour and material to keep the campus green and clean. Work order for a period of 1 year with Shree Enterprises including material and labour is issued for Housekeeping which includes cleanliness twice a day. The contracts for Garden and Housekeeping is renewed each year.

Generators are maintained through Annual Maintenance Contract with Omkar Engineering Works Ltd. Pune. AMC covers 6 visits per year for routine monitoring and maintenance.