

**Pune Vidyarthi Griha's  
College of Engineering and Technology &  
G K Pate (Wani) Institute of Management, Pune-9**

**Maintenance Policy Document**

Institute has an MOU with SWARAJYA SECURITY SERVICES for maintenance and security. Majority of the maintenance of physical infrastructural facilities is taken care by the Civil Site Engineer and Site Supervisor of SWARAJYA SECURITY SERVICES.

**Guidelines for the maintenance of physical infrastructure:**

1. Routine and preventive maintenance.
2. Emergency maintenance is completed on priority basis.
3. The consolidated report along with bills of maintenance due for payment is prepared and submitted to office on monthly basis.

**Responsibilities of maintenance of the infrastructure and other facilities:**

Sr. No.	Infrastructure / Facility	Routine Check	Monitoring Authority	College-level Coordinator	Extension Number
1	General Electrical Maintenance	Electrician, Lab Assistant and Lab-in-charge	Head of Respective Department	Head of Electrical Engg. Dept.	404
2	Air-Conditioners	Lab Assistant and Lab-in-charge	Head of Respective Department	Prof. A. D. Zope (Mech. Engg. Dept.)	431
3	Generator and Power Supply	Electrician	Head of Electrical Engg. Dept.	Head of Electrical Engg. Dept.	404
4	Solar Thermal Systems	Electrician	Head of Electrical Engg. Dept.	Head of Electrical Engg. Dept.	404
5	Computers and Peripherals such as Printers, Scanners, LCD/DLPs	Department level Computer Co-ordinator	Head of respective Department	Mr. Sushen L. Sawant Network Administrator	459
6	Internet connectivity and Wi-Fi	Lab Assistant and Lab-in-charge	Head of respective Department	Mr. Sushen L. Sawant Network Administrator	459
7	Website	Department Computer In-charge	Head of respective Department	Prof. Mrs. V. A. Kanade	493
8	ERP	IT Infrastructure Committee	Principal	Prof. N. R. Sonawane	455
9	CCTV and Biometric	IT Infrastructure Committee	Principal	Mr. Sushen L. Sawant Network Administrator	459
10	Software	Lab in-charge and Subject In-charge	Head of respective Department	Head of 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	Civil Engg. Staff (FE)	Principal	Sachin Mohol	441
15	Civil Works	Civil Engg. Staff (FE)	Principal	Mr. Shubham Kasbe (Site Engineer)	401
16	Water-coolers and Purifiers	Civil Engg. Staff (FE)	Principal	Mr. Vinod (Site Supervisor)	401
17	Plumbing	Civil Engg. Staff (FE)	Principal	Mr. Vinod (Site Supervisor)	401
18	Classroom – benches and overall furniture including notice boards	SWARAJYA SECURITY SERVICES	Principal	Mr. Vinod (Site Supervisor)	489
19	Sports facilities	Sports In-charge	Principal	Sports in-Charge Prof. Banne	451
20	Gardening	SWARAJYA SECURITY SERVICES	Principal	Mr. Vinod (Site Supervisor)	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 by the Gardner through Swarajya Security Services to keep the campus green and clean. Work order for a period of 3 years with Swarajya Security Services including material and labour is issued for Housekeeping which includes cleanliness twice a day. Generators are maintained through Annual Maintenance Contract with Imkar Engineering Works Ltd. Pune. AMC covers 6 visits per year for routine monitoring and maintenance.