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M.E. (Elect), MIE, MBA
Founder President

Dr. (Mrs.) Sunanda M. Navale
B.A., M.P.M., Ph.D
Founder Secretary

Dr. Prachi Pargaonkar
M.Com., Ph.D., FCA
Director

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Established System and Procedures for Maintenance

A) Institute Level and B) Campus Level

- The Institute has appointed the sufficient staff at Institute Level for maintenance and repairs at institute level.
- The Sinhgad Technical Education Society has appointed the sufficient staff Headed by Campus Director for maintaining the campus.
- The Resident Officer (RO), Chief Security Officer (CSO) and Transport Officer (TO) who are maintaining the campus through their team members and who reports to the Campus Director.

A) Institute Level Maintenance:

- For the purpose of regular maintenance and repairs the Institute has appointed the staff as below:
2 System Administrators, 4 Sweepers, 1 Peon.
- System Administrator maintains the register of Repairs & Maintenance and Verifies the Dead stock as per the Dead Stock Register. The institute has created the regular schedule for the purpose of housekeeping and also created the store room, maintenance room, housekeeping room with all the required equipment's. The institute regularly purchase the materials required for the purpose of maintenance and repairs.
- **Classrooms, Seminar Hall and Tutorial Rooms**

Before the commencement of every semester, departmental technical assistants and peons inspect the class rooms and tutorial rooms to check the adequacy of furniture, working of projectors, tube lights, fans, etc. and ensure all the facilities are available in good condition for the students. All the rooms are cleaned by peon and this activity is daily monitored by institute authorities. Repair work of classroom, seminar hall and tutorial rooms are done internally through workshop instructor and electric related maintenance is carried through estate office. The regular maintenance of ICT tools in classrooms, seminar hall are taken care by technical assistants.

- **Central Library**

The Central Library of the institute is well maintained and each section in it is taken care by an assigned person for cleanliness. Book Stacks are thoroughly cleaned once in a week. The books are weed out as per the norms and procedure laid down by the society. The book binding and other related work is



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outsourced. The stock verification is done as part of regular maintenance and weed out activity as and when required.

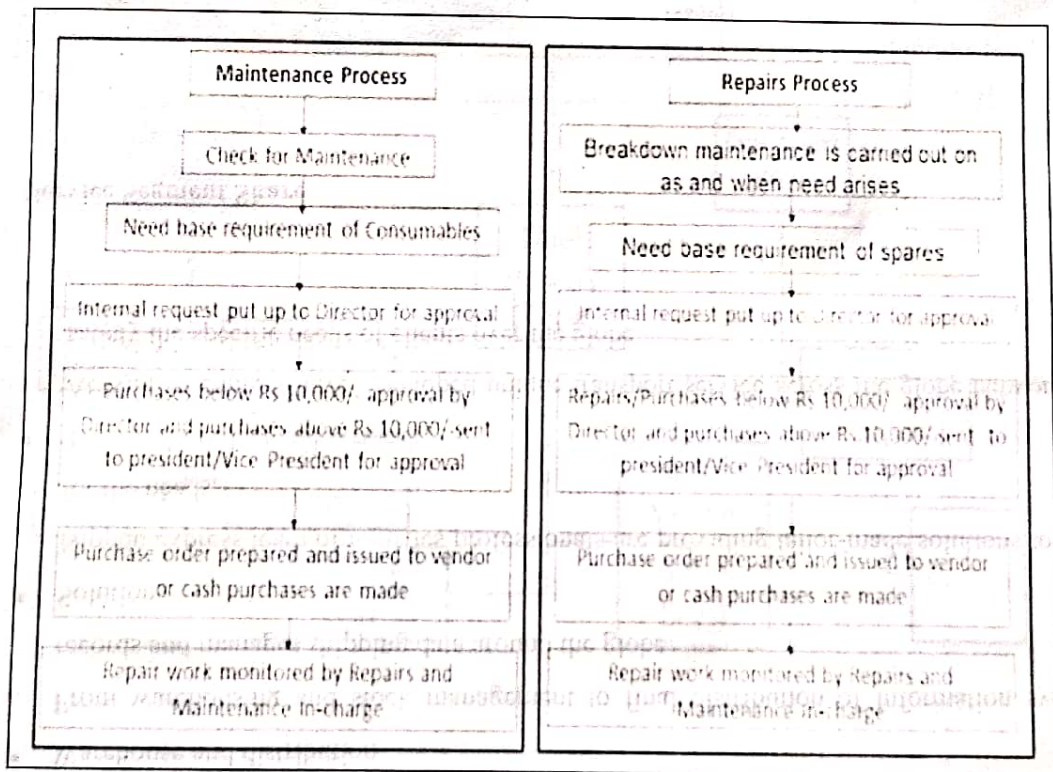
• **Laboratory Equipment**

The faculty in-charge and technical assistant look after the maintenance of each laboratory. The funds are made available from the budget to repair any break-down item. When new purchases are to be made, faculty in-charge proposes the annual requirement, and provisions for the same are made in the budget. For consumable items, budget is prepared by the faculty in-charge and the technical assistant. The equipment and instruments calibration and maintenance are carried out regularly.

• **IT infrastructure**

The computers of the institute are maintained by Technical Assistant and Lab Technician. All the computers and peripherals are checked by the technical assistant for any problems once in a semester before the start of the academic year. Any maintenance activity if required is carried out immediately. Also, any peripherals if required are replaced as per the prescribed process of the institute. The power backup facilities including UPS and batteries are monitored, maintained and replaced as and when it is necessary.

Procedure Flow Chart for Maintenance and Repairs





S.K.N. SINHGAD SCHOOL OF BUSINESS MANAGEMENT

Sinhgad Institutes

Approved by AICTE, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University, Accredited by NAAC) S. No. 10/1, Ambegaon (Bk.), Pune - 411041. Phone: + 91 20 24354036
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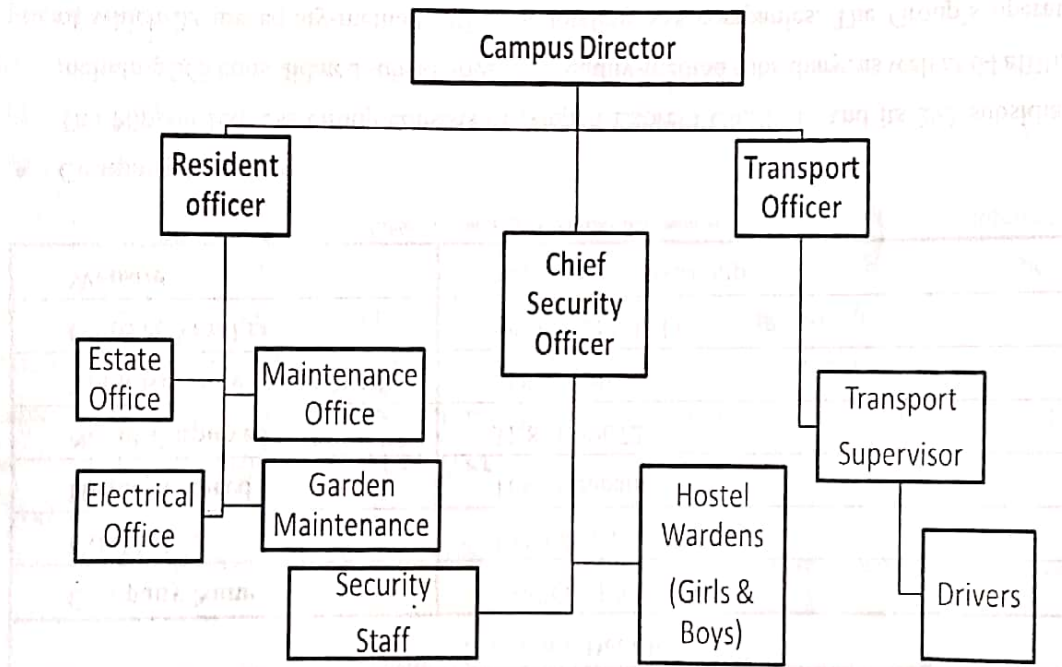
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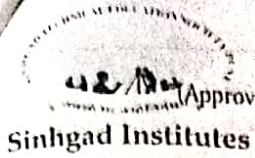
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B) Campus Level Maintenance:

- The Sinhgad Technical Education Society has appointed the sufficient staff for maintaining the campus.
- The entire systems and procedures for maintaining the facilities and amenities of the campus headed by Campus Director.
- The Residents officer and his team looks after Estate office, Maintenance, Garden Maintenance and Electrical works and maintenance.
- The Chief Security officer is responsible for maintaining the security in campus and at hostels for girls and boys through the security staff and wardens.
- The Transport officer with transport supervisor is taking care of overall transportation facilities over and outside the campus.
- The Sinhgad Technical Education Society has signed Annual Maintenance Contract's (AMC's) with various organizations for E-Waste Management, Hostel Wi-Fi, Sewage Water, and Solid Waste Management, etc.





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The following maintenance activities are carried out at Campus Estate office level

1. Civil Work Maintenance

Civil work maintenance is carried out by the estate office of the society for minor maintenance and through civil contractor for major maintenance. Regular maintenance of all buildings are carried out and the frequency of inspection is decided in consultation with the Principal/Campus Director. For example, building maintenance committee handles maintenance request raised by the department. The committee forward the approved maintenance request to estate office. The estate office carries out the minor maintenance work and get the major work like coloring, water leakage, etc. through civil contractor. On completion of work, the inspection report and billing are submitted to account section for the payment purpose.

2. Garden Maintenance

Garden maintenance is looked after by gardening staff under the supervision of estate officer. Work carried out by gardening staff is checked by the supervisor from the estate officer. The Estate officer submits the monthly attendance report of gardening staff to the account section for their payment purpose.

3. Furniture Maintenance

Minor furniture maintenance for benches, table, notice board, chair etc. is carried out through college or outside party. Major furniture maintenance is routed through estate office.

4. Electrical Maintenance

It includes all electrical repair works like electrical switches, outlets, ground fault circuit interrupt (GFI) outlets, Light fixtures, exit lights, emergency lights, lightning arresters, earth bits and electrical panel boxes. Department raises the repair or maintenance issue to the college which is further forwarded to estate office for counter check. As per the complaint, the list of electrical devices that require regular maintenance is ordered through proper permission. Once the required electrical repairing is over then the completion of work entry is done in the register.

5. Water treatment Plant

Dedicated water treatment plant is available in college campus which is maintained by estate office.

6. Generator

Maintenance of generator is carried out on regular basis for change of fuel filters, checking of governor and adjustment of correct speed, draining of water from tank and inspection for contamination, change in engine oil and filter, and lubrication.



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7. Fire Extinguisher and Safety

Fire Extinguishers are provided at appropriate locations of the building for safety purpose and First Aid Box is kept in every department for emergency usage.

8. Pump House

The pump house is used to lift the required amount of water from canal is well maintained centrally by the Estate office. It is installed in the campus to distribute the potable water to the different buildings. .

9. Sewage Treatment Plant

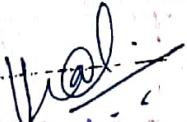
Annual Maintenance Contract has been made with the contractor for operation and maintenance of the 275 KLD Sewage Treatment Plant. Skilled manpower is employed to operate the plant for required number of hours.

10. Garbage Collection

Annual Maintenance Contract has been made with the contractor for collection of and segregation of garbage on daily basis. The garbage is disposed-off at disposal point specified by Pune Municipal Corporation (Ramtekadi Hadpsar-Pune).

11. Water Supply from Canal

An Agreement with the Maharashtra State Irrigation Department has been made for the supply of 0.526 million cubic meters of water to the Campus. It is for the period of six years from the date of agreement.


Director
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