

COLLEGE OF ENGINEERING

(Approved by AICTE New Delhi, D.T.E. Mumbai and D-BATU Lonere/MSBTE Mumbai)

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CRITERIA- 4

INFRASTRUCTURE AND LEARNING RESOURCES

KEY INDICATOR- 4.4

Maintenance of Campus Infrastructure

METRIC NO.-4.4.2

Established systems and procedures for maintaining and utilizing physical, academic, and support facilities-laboratory, library, sports complex, computers, classrooms, etc

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Policy Document for the Maintenance and Utilization of Physical, Academic, and Support Facilities

1. Preamble

The institution is committed to maintaining and utilizing its physical, academic, and support facilities to ensure a conducive environment for education, research, and holistic development. This policy document outlines the guidelines, procedures, and responsibilities for effective upkeep and utilization of these facilities, ensuring their optimal functionality and alignment with institutional goals.

2. Objectives

1. To establish a systematic approach for the maintenance and utilization of physical, academic, and support facilities.
2. To ensure the safety, reliability, and sustainability of all infrastructure and resources.
3. To promote eco-friendly practices and ensure resource optimization.
4. To support academic excellence and extracurricular engagement through well-maintained facilities.

3. Scope

This policy applies to all stakeholders, including faculty, staff, students, and external collaborators, and covers the following facilities:

- Laboratories
- Classrooms
- Library
- Sports Complexes
- Computing and ICT Infrastructure
- Recreational and Gymnasium Facilities
- Sustainability Initiatives

4. Governance Structure

4.1 Maintenance Committee

A dedicated Maintenance Committee is responsible for overseeing the upkeep of all facilities. The committee comprises:

- Chairperson: Senior faculty member or administrative head.
- Members: Representatives from each department, technical staff, and facility management personnel.
- Responsibilities:
 - Conduct regular inspections.
 - Maintain a log of repairs and upgrades.
 - Prepare annual maintenance budgets.
 - Ensure timely calibration and servicing of equipment.



4.2 Library Advisory Committee

- Composition: Librarian, faculty members, student representatives.
- Responsibilities:
 - Regularly update resources (books, e-resources, journals).
 - Oversee automation and digitization processes.
 - Provide training on the use of library resources.

4.3 IT Support Team

- Responsibilities:
 - Ensure the functionality of ICT tools and computing infrastructure.
 - Conduct periodic hardware and software updates.
 - Provide technical support for online classes and digital platforms.

5. Maintenance Guidelines

5.1 Laboratories

1. **Equipment Maintenance:**
 - Regular calibration and servicing of instruments.
 - Maintain an inventory of equipment and spares.
 - Conduct safety audits periodically.
2. **Safety Measures:**
 - Install fire extinguishers, first aid kits, and safety signage.
 - Organize training sessions for faculty and students on safe equipment usage.

5.2 Classrooms

1. **ICT Tools:**
 - Ensure all projectors, smart boards, and audio-visual aids are functional.
 - Conduct routine maintenance and replacements as needed.
2. **Furniture and Ambience:**
 - Ensure ergonomic seating and proper lighting.
 - Periodic cleaning and repair of furniture and fixtures.

5.3 Library

1. **Resource Management:**
 - Update physical and digital resources regularly.
 - Provide access to e-journals, books, and databases like DELNET.
2. **Automation:**
 - Use software like AutoLib NG and OPAC for efficient resource management.
 - Enable remote access to library systems for students and faculty.

5.4 Sports and Recreational Facilities

1. **Outdoor and Indoor Facilities:**
 - Maintain playgrounds and gymnasium equipment.
 - Conduct periodic inspections and ensure cleanliness.



2. **Recreational Activities:**
 - Provide necessary support for organizing sports and cultural events.
 - Promote inclusivity by ensuring accessibility for all students.

5.5 Computing Facilities

1. **IT Infrastructure:**
 - Ensure high-speed internet connectivity throughout the campus.
 - Maintain secure login systems for students and faculty.
2. **Software and Hardware:**
 - Update operating systems and software tools regularly.
 - Replace outdated hardware to enhance efficiency.

6. Sustainability Initiatives

6.1 Energy Conservation

- Promote the use of renewable energy sources like solar panels.

6.2 Water Management

- Maintain rainwater harvesting systems.
- Recycle wastewater for irrigation purposes.

7. Utilization Guidelines

1. **Scheduling and Access:**
 - Facilities will be allocated based on academic schedules and extracurricular needs.
2. **Rules for Usage:**
 - Users must adhere to the guidelines for safe and responsible use.

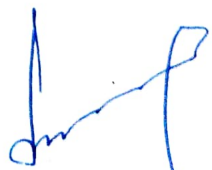
8. Monitoring and Evaluation

1. **Audit and Review:**
 - Conduct annual audits of all physical, academic, and support facilities.

9. Policy Review and Amendments

1. This policy will be reviewed every three years or as required.
2. Amendments will be made based on feedback and advancements in technology and infrastructure.




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