Sanjivani Rural Education Society's

Sanjivani College of Engineering, Kopargaon-423603

(An Autonomous Institute Affiliated to Savitribai Phule Pune University, Pune)
NAAC 'A' Grade Accredited, ISO 9001:2015 Certified, Approved by AICTE

Maintaining and Utilizing Physical, Academic and Support facilities

Introduction: Sanjivani College of Engineering, Kopargaon provides adequate availability of physical infrastructure for the conduct of academic, sports and other co-curricular activities, optimum utilization of academic assets like classrooms, tutorial rooms, laboratories and workshop etc. All faculty members have been provided with separate Cabins. Common rooms are available for the students. The campus is disabled friendly with lifts and ramps wherever accessible and especially toilets for Physically Challenged persons. Institute ensures security by means of 24/7 active presence of security guards and entire campus is monitored by CCTV surveillance.

The institute has skilled staff for the maintenance of civil work, electrical work, gardening etc. Trained technicians are available to meet the power breakdown and to provide the backup power by means of electric generators. General electrical maintenance of classrooms, laboratories, lifts, hostels and other amenities is done by electrical maintenance department with monitoring of head of the department of respective department /section heads. Optimum use and maintenance of overall infrastructure is ensured by water management, rainwater harvesting, e-waste management followed by energy audit, green audit, environmental audit etc.

Usage and maintenance of physical, academic and support infrastructure:

- **Physical Facilities:** Physical facilities are maintained by institution's civil maintenance section, electrical maintenance section and workshop. Services of plumbers, electrician, workshop workers are available during college hours. Electrical maintenance section is responsible for uninterrupted power supply and looks after the maintenance of solar panels, overall lighting, power distribution system, generator sets etc. Support staff of civil maintenance section is responsible for the maintenance of plumbing, sewage, drainage work. Maintenance and cleanliness of building, classrooms, seminar halls, tutorial rooms, staff cabins, corridors is done by the respective department. Registrar monitors cleaning and maintenance of other amenities. Outsourced services on annual contract basis are used for housekeeping.

- **Classrooms, Furniture and Laboratories:** Classrooms with furniture, teaching aids and laboratories are maintained by respective department staff; monitored by the respective head of department. Laboratory assistant looks after the maintenance of respective laboratories. Periodic

reporting is done to the Director by Head of department about all maintenance of department. Minor repairs are registered in a ledger of the department and done on priority basis by respective maintenance section. Optimum usage of classrooms is looked upon by Dean infrastructure and departmental staff and timetable incharge is responsible for the optimum use of laboratories.

- **Central library and library resources:** Central Library is well equipped and is fully automated through OPAC ILMS viz. Sackinfo (version 2.5) with the best internet bandwidth which provides good internet speed. IP based access to e-publications is also available 24×7 throughout the campus. Stock verification is done at the end of every academic year after end semester examination. A provision of the budget for the library maintenance is made by the college management. The activities like fumigation and keeping the library clean is done frequently.

- **Telephone:** For better and quick communication, all departments, laboratories and support facilities are connected by intercoms and it is maintained by telephone exchange department.

- **Lab equipment:** Lab assistant, Lab incharge and respective staff are responsible for the maintenance of lab equipment. Minor repairs are done internally and for major identified repairs and maintenance help of external expertise is taken with the permission of the Director. Logbooks with entry of students, deadstock registers, consumable registers and maintenance registers are maintained by lab assistants of respective laboratories. High end equipment and high end servers and computers are maintained through Annual Maintenance Contract (AMC).

- **Sports and games facilities:** Sports facilities for Football, Cricket, Volleyball, Lawn Tennis, Basketball and Baseball are available for students. A High Standard Gymkhana is available for the health benefit of students. The sports department of the college is meritorious, and some credit goes to the adequate infrastructure of this department consisting of the well-equipped Indoor Hall. To promote student's interest in sports and cultural activities; at institute level there are different clubs like SAAZ, S-Steppers, Photography Club, Sanjivani Cinemas, and at department level there are Student Associations like MESA, ACES, ETESA, ITERA, CESA, EESA, ASES, EMCC and SAMBA. Sports equipment, fitness equipment, various courts and playgrounds are monitored and maintained by Physical Director and his team.

- **Campus cleanliness:** The campus is maintained clean with the help of outsourced contract with BVG India Ltd. Classrooms and laboratories and other amenities are cleaned at department level by separate staff. The green cover of campus is well maintained by a full-time garden incharge and his team.

- **IT Infrastructure:** System department is responsible for the upkeep of computers, LAN, internet, Wi-Fi, CCTV and biometric facilities. Head, system department, in consultation with

Heads of the department, looks after maintenance of overall IT infrastructure. Institution's website is monitored and maintained by website incharge. All faculty members are provided an official mail id. Various software developed at institute level are maintained by concerned teams and other software used at departmental level are maintained by the corresponding technical assistants. Maintenance of CCTV cameras, high end servers and computers is done through Annual Maintenance Contract (AMC) or third-party vendor.

- **Other amenities:** A 24/7 functioning Security Guard system is available at the college premises to ensure the safety of students and staff. Security officer assigns the duty to the security guards to control and monitor the college premises. Fire safety provisions are made in the college buildings in terms of firefighting bucket stands at various locations, fire extinguishers kept at desired places and fire hydrant system. Monitoring and maintenance of fire safety measurements is the responsibility of Security incharge and his team.

- **Write-off of equipment/computers:** Lab Incharge and Lab Assistant identify lab equipment/computer to be written off and a report is sent to the director via Head of the department. Based upon the remarks of a committee formed by the Director; the equipment is granted for write-off.
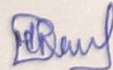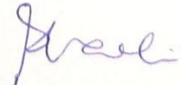
Responsibilities for Maintenance of Physical, Academic and Support Infrastructure

Sr. No.	Infrastructure/Equipment	Routine Check	Monitoring Authority	Institute level Maintenance responsibility	Extension Number/ Mobile No.
1	General electrical maintenance of Labs, Classrooms etc.	Electrician, Lab Assistant, Lab I/C	Head of respective department	Sectional Head of Electrical maintenance department	305
2	Air conditioner	Lab I/C and Lab assistant	Head of respective department	Central Purchase department	308
3	PV systems (Solar Power Generator)	Wireman, Electrical maintenance department	Sectional head of Electrical maintenance department	Sectional Head of Electrical maintenance department	305
4	Solar water Heater	Rector	Chief warden	Central Purchase department	308
5	Computers and Peripherals (viz. printers, scanners, LCD/DLP etc.)	Department level coordinator/Departmental Clerk	Head of respective department	Head, System Department	143
6	Internet connectivity and Wi-Fi	Departmental Clerk	Head of respective department	Head, System Department	143
7	Website	Department level coordinator	Head of respective department	Website Incharge	144
8	CCTV and Biometric	System Department	Director	Head, System Department	143
9	ION-EMS	Exam Section	Deputy Controller of examination	Deputy Controller of examination	144
10	Software	Technical Assistant	Lab I/C and subject I/C	Technical Assistant	-
11	Library	Librarian	Library Incharge	Library Committee	110
12	LMS	LMS development committee	LMS Incharge	LMS development committee	109
13	Telephone Exchange	Incharge	Incharge	Incharge/Central Purchase	9/308
14	Workshop	Workshop Superintendent	Workshop Superintendent	Workshop Superintendent	9404971929
15	Lift	Electrical Maintenance department	Dean Infrastructure	Central Purchase	308

16	Civil works	Civil Maintenance department	Dean Infrastructure	Dean Infrastructure	121
17	Plumbing	Civil Maintenance department	Dean Infrastructure	Dean Infrastructure	121
18	Water cooler and purifier	Departmental clerk	Dean Infrastructure	Dean Infrastructure	121
19	Gardening	Garden Incharge	Dean Infrastructure	Garden Incharge	9623556431
20	Sports facilities	Clerk/Physical director	Physical director	Central Purchase	308
21	Classroom benches, Notice boards, platforms and overall furniture	Departmental clerk	Head of the Department	Workshop Superintendent	9404971929
22	Open Auditorium	Garden Incharge	Garden Incharge	Garden Incharge	9623556431
23	Transport	Institute level I/C	Dean Infrastructure	Central Purchase	308
24	Washrooms, boys and girls common rooms and Campus cleanliness	Departmental Clerk, Dean Infrastructure	Dean Administration	Registrar	102
25	Labs and classrooms cleaning	Departmental Clerk	Head of respective department	Head of respective department	-
26	Maintenance of lab equipments	Technical assistant and Lab I/C	Head of respective department	Technical Assistant	-
27	Maintenance of Fire safety provisions	Security Officer	Security Officer	Dean Administration/Central Purchase	308
28	Hostel Facilities	Rector/clerk	Rector	Chief Warden	451
29	Cafeteria, Hostel Mess	Food Committee	Dean Administration and Dean Infrastructure	Central Purchase	308
30	Clinic	Chief Warden	Dean Infrastructure	Dean Infrastructure	121

Prepared by

(Dr. S. R. Dandwate)

Checked by

(Dr. M. V. Nagarhalli)

Approved by

Director

Sanjivani College of Engineering
Kopargaon