



LokmanyaTilakJankalyanShikshanSanstha's
PRIYADARSHINI J. L. COLLEGE OF ENGINEERING, NAGPUR
Accredited with Grade "A" by NAAC
846, New Nandanvan Layout, Nagpur – 440 009



Procedures and policies for maintaining and utilizing Infrastructure and support facilities

The institution has estate office and designated officer for monitoring the maintenance of buildings, classrooms and laboratories. The estate office appoints agencies for maintenance of lifts, fire extinguishers, fire systems and generator. The college has appointed external agencies for maintenance and repair of infrastructure, equipment and other facilities.

- AMC contract is given to external agency for the maintenance of all computers within the college. Engineers from the service provider company are available in the campus for maintaining the computers and peripherals.
- Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies. To maintain Internet connectivity and CCTV security system, network system, an administration team is appointed.
- LCD projectors, air conditioners and water coolers are maintained with the help of external agencies. To have greater accuracy in experiment the departments carry out the calibration of equipment by appropriate agencies. A regular maintenance schedule is followed by the department to keep the equipment in working condition.
- Log books are maintained in the laboratory and every student who enters the lab has to make entry in log book.
- Separate maintenance team is available for the following:
 1. Civil maintenance, Carpentry, Plumbing, etc.
 2. Electrical maintenance

3. Garden maintenance

- Whenever the need arises, the concerned department sends an application to the office. Office then forwards it to concern cell/team. Team/cell completes the work and takes the sign of the concerned department on the work completion report.
- Few initiatives undertaken for improving physical ambiance are:
 - ✓ Up to date cleaning & maintenance of open circulation areas
 - ✓ Washroom cleaning
 - ✓ Repairing of Desk & Bench
 - ✓ Garden Maintenance is done regularly
 - ✓ Stock verification is carried out
 - ✓ List of faulty equipment is prepared annually for repair
 - ✓ Campus-wide Wi-Fi Networking
 - ✓ CCTV facility is available in the college
 - ✓ Facilities of having Psychological counselor
 - ✓ Separate departmental libraries
- Other facilities include clean drinking Water with water purifier system, canteen, girls common room, telephone, Post / Courier arrangement.
- The Institute continuously strives to maintain healthy & eco-friendly Environment in the Campus.
- Energy Audit is done every year to identify areas of conserving and reducing electrical power consumption.
- Centralized controls have been installed across the institute to switch off the air conditioners to prevent unnecessary use.

Procedure of maintenance

(a) Preventive Maintenance:

To keep all the physical and academic support facilities at its optimum performance, Before start of session (Twice in Academic Year) all the items in labs equipment, physical and academic support facilities were maintained consultation with lab. In-charge & if required external agency may be appointed to restore its operational performance of equipment.

The institute has appointed some external agencies for maintenance of some of physical and academic support facilities. The institute also has Annual maintenance Contract (AMC) with these agencies.

(b) Breakdown Maintenance: whenever any breakdown occurs at any physical and academic support facilities, then concerned in-Charge has to send a note to the Maintenance cell, The cell will immediately deploy concern person to check the problem and take corrective measure to restore the operational performance.

Procedure for Handling Maintenance/Repair Complaint:

Maintenance/Repair problem is communicated to Maintenance In-charge by mail or online on erp portal. Then to Maintenance In-charge direct it to concern person. Within 24 hrs the problem/ fault is identified. The time of repair and maintenance may be depends upon the nature of maintenance & Urgency as well as importance.

Principal
Dr. A. M. Shende