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Outward No. NBNSCOE/

Date :- 12/11/2018 .

## Maintenance Policy

### Statement:

NBNSCOE's Maintenance Policy aims to ensure effective maintenance, handling, and management of various facilities, amenities, and resources such as buildings, internal roads, and gardens, trees on campus, computers, classrooms, seminar hall, equipment, and laboratories, among others.

### Objectives:

The main goal of NBNSCOE's Maintenance Policy is to maintain the interior and exterior of college buildings, grounds, roadways, and all fixed and mobile equipment through preventative maintenance and repairs throughout the duration of their estimated useful life.

Further, the Maintenance objective is specifically intended to provide:

1. Buildings and its components must be used safely and efficiently.
2. All facilities and equipment must be designed to reduce the risk of fires, accidents, and other safety concerns.
3. Constant use of facilities with no disruptions to the academics of all programmes.
4. College infrastructure protection via adequate planning, scheduling, and preventative maintenance.
5. Quality and time management of maintenance work throughout the year, with management permission.
6. Energy conservation using cutting-edge technology and energy-saving methods.
7. Keep the Central Library's print and digital materials in good working order.



8. To keep ICT-enabled classrooms, seminar halls, and faculty rooms in good working order and to upgrade them as needed.

9. To guarantee the correct upkeep of the IT network and CCTV cameras and DVRs within the campus.

**Activities:**

To maintain and upkeep the infrastructure of NBNSCOE campus facilities and equipment, following activities are taken by institute.

1) The College buildings are maintained by the Estate Manager and his team and it is monitored by the admin office.

2) The College electrical installations, waterlines are maintained by the Electrical Section of the College and it is monitored by the admin office.

3) Keeping department wise stock register by the concerned laboratory in-charge under the supervision of Head of the Department.

4) Every department executes annual stock verification through the appointed committee by the Principal.

5) Regular maintenance of laboratory equipment and chemicals are done by laboratory-in-charge of concerned laboratory.

6) Overall Cleanliness of the campus is done by House Keeping Section of the college under the supervision of Estate Manager.

7) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by college House Keeping Section and Gardening Staff under the supervision of Estate Manager.

8) College campus maintenance is monitored through regular inspection under the supervision of Estate Manager.

9) Outsourcing can be used, whenever necessary, for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating the software by computer Network Administrator and his team including lab assistant.



10) The maintenance of the reading room and stock verification of library books is done regularly by library staff under the supervision of Library Committee.

#### **Maintenance Procedure:**

- Any problem that occurs in a department is represented to Principal through respective HOD / Co-ordinator.
- Principal will be assigning the work to either Workshop Superintendent / Estate Manager / Electric Supervisor / Network Administrator or any related concern person to get work done.
- In case of material requirement, respective HOD / Workshop Superintendent / Co-ordinator takes the permission from the admin office of Campus Director through the Principal.
- Annual stock verification is carried out every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, Sports items, and all other assets is collected. All the items usable are accordingly repaired and maintained under the supervision of respective department HOD and Laboratory In charges.

#### **Maintenance of Various Facilities**

##### **I- Academic Facilities**

###### **a) Class Rooms:**

- Every department should have a faculty in-charge / Lab Assistant who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights, and ICT facilities.
- The Class Co-ordinator (CC) / Teacher Guardian (TG) will resolve the problem through the Head of the Department following the internal operating / maintenance procedure.

###### **b) Laboratories:**

- The respective subject teacher will bring in the notice of respective lab in charge about the requirement of maintenance / repair of any of the equipment through lab assistant before commencement of the academic semester or as and when required.
- The maintenance and repair of equipment or Computer systems will be carried out by the respective departments with the help of laboratory assistant / Network Administrator as well as external agencies, if required.



- Every department of the institute will carry out the calibration and maintenance of the measuring instruments periodically.
- All other equipments in the laboratories should be maintained regularly.
- The in-house maintenance and repairs are addressed by the respective department lab assistant who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central maintenance procedure.

**c) Library:**

- The maintenance of library should be taken care by Librarian and the supporting staff.
- Internal periodic audits should be carried out in the library for maintaining wellness of the books.
- Periodic interactions should be made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them in consultation with library committee.
- Library committee should be vested with responsibility of scheduling and co-ordinating all the maintenance activities of the library.

**II- Computer and ICT Facilities**

- The Network Administrator / IT systems section should maintain the firewall, LAN connectivity, Campus Wi-Fi, CCTV, and internet connectivity throughout the institute.
- Maintenance of computer systems should be carried out by the Network Administrator and Lab assistants of the respective department.
- If the department is not able to resolve the issue, the problem should be referred to in house IT technician.
- In case the maintenance problem is beyond the scope of in-house technician, the same should be referred to the outside vendor in consultation with the Principal.
- The functioning of college intranet and internet facility should be monitored and maintained by the hardware technicians in association with IT team.
- Fiber Optic cable issues (if any) should be maintained with the support from vendor.
- Any upgradations or modification of the existing Network Model should be carried out by inviting quotations from external agencies as per the central purchase procedure.

**III-Maintenance of Infrastructure (Building):**



- Building maintenance includes construction work or modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, pest control, cleaning of water tanks, sanitary arrangements, painting for building structures etc. It is to be monitored by concern supervisor under Estate Manager.
- Small repairs and maintenance should be carried in-house whereas contractor services should be obtained for major maintenance requirements within the campus.
- Annual inspection and refilling of fire extinguisher should be carried out for Fire Safety by the external Fire Service provider on periodic basis.

#### **IV-Electrical Systems Maintenance:**

- Periodically/as per requirement monitoring of electrical systems such as tube lights, fans, DG set / energy backup system, solar energy illumination system, UPS, and batteries should be carried out and its status to be communicated to the admin office.
- The suppliers/service providers should be approached in case of any major fault.
- Major electrical equipment needs to be covered under Warrantee period or Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS can be installed to ensure uninterrupted power supply for all computers as per requirement.

#### **V-Furniture Maintenance:**

- Institutional furniture maintenance consists of customized fabrication of cabinets, tables, faculty seating arrangements, desks, counter tops, installation of doors and windows.
- The requirements of maintenance should be given by respective HOD to the Principal. Principal will be forwarding the requirements to the Workshop Superintendent and his team.

#### **VI-Sports and games facilities:**

- The indoor and outdoor sports facilities such as playgrounds, table Tanis, badminton court, and all other sporting equipment should be regularly supervised and maintained by the Physical Director / Sports Co-ordinator with the help of supporting staff.
- The requirements should be given to Principal by writing application.
- The procedures should be followed for maintaining the sports equipment in the institution under the supervision of sports director and Admin office.

#### **VII- Other Facilities:**



- The drinking water facility, RO water purifiers, which provides 24 X 7 drinking water should be maintained regularly by housekeeping staff / peons and should be supervised by concerned co-ordinator.
- Registrar / Admin officer should monitor these facilities and should bring in the notice of Estate Manager for its maintenance purpose.
- Adequate man power should be employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls, Laboratories, wash rooms and student common rooms for good ambience.
- The Green Cover of the campus should be well maintained by full time gardeners and contractual labour if required.
- The campus security should monitor the safety and security system in the campus under the supervision of security officer and IT team may support them through surveillance Cameras.
- The cleanliness should be maintained in the Campus Mess and Canteen by the concerned contractor and it should be regularly monitored by Mess and Canteen Committee. Any discrepancy should be communicated to the Principal and Estate Manager immediately.
- The cleanliness of hostel for Boys and Girls should be done on daily basis and maintenance should be carried out periodically under the supervision of respective rector / warden. The Estate Manager should take care of any maintenance in consultation with Principal and hostel committee under the guidance of Campus Director.

The NBNSCOE shall review and update the approved policy as and when required and will be committed for its implementation.



A handwritten signature in blue ink, consisting of a stylized 'S' and 'D' intertwined.

Prof. Dr. S. D. Nawale

Principal

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