



: Founder :
Dr. Patangrao Kadam
M.A., LL.B., Ph.D.

BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING FOR WOMEN

(Recognised by AICTE, New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)

Accredited with 'B+' Grade by NAAC in 2018

● Id No. : PU/PN/Engg./150/2000 ● DTE College Code : EN6285

: I/C Principal :
Prof.(Dr.) S. R. Patil
Ph.D. (EC & CSE) LMISTE, FIETE

Ref. No. : BV / COEW / 899 A / 2022-23

Date : 04/03/2023

Maintenance Policy version 2.0

Details of the Committees Constituted for Maintenance: -

Following committees is constituted for maintenance of various Facility and infrastructure in Bharati Vidyapeeth's college of Engineering for Women Pune

1. Electrical/ Building Maintenance Committee –

- This committee will deal with the Electrical maintenance of various facilities and infrastructure within the Institute premises, including hostels and sports complex.
- The committee should demand requirements regarding maintenance from various Head of the Department and Section through oral/telephonic/email, written communication.
- After completion of the work the committee should maintain record of the task performed and discuss review of the work during their scheduled meetings.
- The committee maintains register for the record of the maintenance work carried out.
- Out sourcing may be done in the form of AMC, works involving bigger volume critical or important maintenance scenario etc.
- The needful maintenance work of classrooms/ laboratories should be carried out before /after college hours or during nonteaching period, whenever possible, so as to ensure minimum disturbance to the academic activity of the institute
- Electrician will Monitor and manage the filling of diesel in generators, ensuring proper levels are maintained for optimal operation.
- Committee will conduct regular inspections, maintenance, and repairs of diesel generators to ensure they are functioning efficiently and safely.
- Electrician will report all maintenance activities, issues, and fuel consumption to the Office Superintendent.

Sr. No.	Name of the Faculty	Contact No.	Designation
1.	Prof. Dr. S. R. Patil	9423211277	Principal
2	Mr. Salunke S. D.	9763218524	Electrician
3	Mr. Suryawanshi A.G.	9890228394	Accountant
4	Mrs. Kadam V. S.	8805638555	Office Superintendent

5	Mr. Bhosale A. N.	9764148111	Store Keeper
6	Dr. G. G. Patil	9860765655	Sports Director

2. Maintenance and Repairs Committee

- Manage the maintenance and repair of all equipment and machinery to ensure operational efficiency.
- The committee will include one technical assistant from each department who will first verify and do the initial procedure to resolve the maintenance problem and if required communicate to the committee for further follow up etc.
- After completion of the work the committee should maintain record of the task performed and discuss the review of the work during their scheduled meeting
- Outsourcing may be done in the form of AMC works involving bigger volume critical or important maintenance scenario etc.
- Proper procedure be followed for procurement of material required for maintenance
- The committee meets regularly, with additional meetings scheduled as needed to address urgent maintenance issues.

Sr. No.	Name of the Faculty	Contact No.	Designation
1.	Prof. Dr. S. R. Patil	9423211277	Principal
2	Mr. Chavare S. N.	8999152753	Sr. TSE
3	Mr. Salunke S. D.	9763218524	Electrician
4	Mr. Bhosale A. N.	9764148111	Store Keeper
5	Mrs. Kadam V. S.	8805638555	Office Superintendent
6	Mr. Gaikwad A. S.	9665808999	Lab Technical Assistant
7	Mrs. Dalvi N. I.	9607500550	Lab Technical Assistant
8	Mrs. Atre S. V.	9730749402	Lab Technical Assistant
9	Mr. Deshmukh S. H.	9823241757	Lab Assistant

3. CCTV Maintenance Committee:

- This committee will deal with the routine maintenance of CCTV cameras. UPS, Batteries and other related components within the Institute Premises.
- Regular cleanliness of the devices should be ensured by the committee.
- Outsourcing done in the form of AMC work involving bigger volume critical or important maintenance scenario.
- Accounts record will be maintained for every activity carried out.
- Once in year maintenance is carried out and if required in case of emergency.

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3	Mr. Salunke S. D.	9763218524	Electrician
4	Mr. Chavare S. N.	8999152753	Sr. TSE

4. Networks Maintenance Committee: -

- This committee will deal with the routine maintenance of networking device within the Institute premises, including hostels.
- One Non-teaching staff member from each department will be the member of the committee
- The committee has to ensure continuous and efficient functioning of the Institute Network and has to communicate with the service provider in case of troubleshooting.
- Providing the authorized access to the network for newly joined faculty members and students, generating official email ides for them should dealt by the committee.

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3	Mr. Salunkhe S.A.	9763218524	Electrician
4	Mr. Gaikwad A.S.	9665808999	Lab Technical Assistant
5	Mrs. Dalvi N.I.	9607500550	Lab Technical Assistant
6	Mrs. Atre S.V.	9730749402	Lab Technical Assistant
7	Mr. Deshmukh S.H.	9823241757	Lab Assistant

SOPs for the Maintenance of Laboratories

- An application regarding the need for preventive/breakdown maintenance of the equipment should be put up by the concerned laboratory in charge to the HOD and seek permission from the HOD for carrying out the required maintenance.
- For any building/ Civil maintenance respective HOD will make an application to the store.
- Store officer will forward it to the Office Superintendent for the necessary action.
- A tender notice and / or call for the quotation using the institutional mechanism should be ensured by the laboratory in-charge taking the consent from the HOD.
- A comparative statement of the quotations should be prepared at the department level and thereafter should be put up for the approval of the authority. The party to whom order be finalized with due justification and accordingly order be placed.
- A report regarding the maintenance carried out by the agency should be prepared by the concerned lab in charge and submitted to the authority
- Ensuring the sequence of above mentioned activities and relevant satisfactory report procedure for payment of the bills to the concerned party should be initiated by the concerned department.
- On completion of the required maintenance it is verified by concern department.
- Final billing will be done on recommendation of account section.
- The bills will be available with the account section, store and the respective department.



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