

MET's Institute of Management,
Bhujbal Knowledge City, Nashik

Procedures and policies for maintaining and utilizing physical, academic and support facilities

There are two departments for maintaining and utilizing physical, academic and support facilities namely

The campus is managed and maintained centrally through various departments such as

- i) **Civil & Maintenance department**
- ii) **EDP department**
- iii) **Outsourcing**

It takes care of overall maintenance of campus facilities that is physical, academic and support facilities laboratories, library, sports complex, computers, classrooms etc. Maintenance is very crucial for smooth flow of academic activities, this work does not stop but is an ongoing process, The Civil and Maintenance department looks after the overall maintenance of infrastructure as per the need and beyond the adherence of SSPU / DTE. demand and suggestions of all the stakeholders is duly taken as each one's role is vital. The Civil & Maintenance department have appointed skilled persons staff for maintenance and repair.

Details are as follows:

- 1) For the maintenance of building of institutes various skilled persons are appointed by the management.
- 2) For electric work 3 electricians are appointed on roll.
- 3) One supervisor is appointed for Civil & Maintenance department
- 4) For the maintenance of wooden work / Ply wood works one carpenter is appointed on regular basis.
- 5) For the maintenance of water pipeline and sewerage 2 plumbers is appointed on regular basis.
- 6) Water tank cleaner is appointed for cleaning of water tanks with regular maintenance contracts after every six months.
- 7) **Outsourcing:** Management has outsourced works to a private agency for all Security works and House Keeping & Cleaning works. The Greenery plantation work is outsourced to a private Nursery for the overall maintenance and beautification of the campus.
- 8) 26 Security persons are also appointed to observe entire property from any kind damage or and 25 persons for cleaning and hygienic upkeep of classrooms and others. One Security guard is always there 24x7 for our institute



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ii) EDP department

As a common facility there is a full-fledged IT department. Our Institution has been allotted one Networking personnel who manages the entire computer infrastructure, if there are issues relating to maintenance or upgradation of IT infrastructure Common facility EDP department is there to help. EDP department ensures that the IT facilities in form of computer and their accessories are timely maintained to give unhindered services. The computer and other accessories are maintained in the institute & entire campus on regular basis by upgrading ICT infrastructure and debugging software related issues.

Maintenance taken care and carried out by EDP department

CCTV and EPABX is done by EDP department from time to time. Wi-Fi facility CCTV Vigilance

Table: Maintenance and repairing work

Nature of Maintenance	Department responsible for Maintenance
Institute building	Civil and Maintenance department
Furniture	Civil and Maintenance department
Electricity	Civil and Maintenance department
Water supply, Pipes and maintenance	Civil and Maintenance department
Water tank and Water treatment	Civil and Maintenance department
Garden / Play grounds	Deesha (Third Party Contractor)
Cleaning / sweeping/ swabbing	Deesha (Third Party Contractor)

