

Document: Constitution and Procedures for Civil and Maintenance Department

Officers: Chief Engineer (Consultant), Senior Engineers (2), Junior Engineer (1)

Technicians: Electricians (3), Senior Plumber (1), Assistant Plumber (1), Carpenter (1), Civil maintenance Supervisors (4)

Roles and Responsibilities

- The institution has standard procedure for maintenance and optimal use of infrastructure.
- Separate budget heads are allocated to repair maintenance and utilization of physical and academic support facilities.
- There is centralized civil and maintenance department to look after entire infrastructure including all physical academic support facilities, services and equipments.
- Maintenance and repair of facilities like equipments, plumbing, electrical repairs, infrastructure etc begins through maintenance requisition e-mail to civil and maintenance department. Based on the type of work the expert person is allotted from the department. Email compliant is signed by the respective mailing authority after the work completion, same is considered as work completion report which is being archived by the department under respective institute sections.
- In case of certain Instruments and equipments repair is done through the respective experts at the defined charges. Some equipments and instruments are covered under Annual maintenance Contract (AMC).
- Housekeeping and Gardening is monitored and maintained on contract basis. Deesha Services, Nashik, handles the housekeeping responsibilities and Pápaya Nursery, Nashik handles the gardening and landscaping responsibilities.



Tanvir Shaikh
Executive to Trustee

Date : 14 - 9 - 2014

Document: Constitution and Responsibilities of EDP (Electronic Data Processing Department) Department

Officers

Network Administrator (Head of the Department)

Technical Support Engineers

Roles and Responsibilities

- Provision and maintenance of IT facilities like Computers, Wi-fi, LAN etc to various Institutions of the campus
- To look after maintenance of latest multimedia facilities.
- Timely Website updation.
- To attend the problems related to IT facilities of the Campus



Deepak Pardeshi
HR Manager



Date : 14.9.2014

Document: Constitution and Responsibilities of ERP (Enterprise Resource Planning) Department

Officers

- ERP co-coordinator of Institute
- Development Team Members:

1) Mr. V.T Kharat 2) Prof S.K Dahake 3) Prof Ravi Aher 4) Mr. Manoj Suri

Roles and Responsibilities

- Requirement gathering and Analysis.
- Mentoring about requirements
- Designing and development
- Testing and training
- Implementation
- Maintenance and updates



Deepak Pardeshi
HR Manager



Date : 14.9.2014

Policy details of systems and procedures for maintaining and utilizing physical and academic support facilities

- The institution has standard procedure for maintenance and optimal use of infrastructure. Utilization of various facilities like Seminar Hall, Amphitheater, library, instrument room, Machine Room is through proper entry procedure. Major locations are equipped with CCTV CAMERA services for tracking the performance histories.
- Separate budget heads are allocated to repair maintenance and utilization of physical and academic support facilities.
- There is centralized civil and maintenance department to look after entire infrastructure including all physical academic support facilities, services and equipments.
- Laboratories utilization and maintenance is executed through systems like Lab manuals Standard operating procedures, Log Books for machine utilization etc. All the laboratories are taken care by lab assistants and technical supervisors.
- Maintenance and repair of facilities like equipments, plumbing, electrical repairs, infrastructure etc begins through maintenance requisition e-mail to civil and maintenance department. Based on the type of work the expert person is allotted from the department. Email compliant is signed by the respective mailing authority after the work completion, same is considered as work completion report which is being archived by the department under respective institute sections.
- In case of certain Instruments and equipments repair is done through the respective experts at the defined charges. Some equipments and instruments are covered under Annual maintenance Contract (AMC).
- There is central EDP department for maintenance of Computers and Electronic accessories. Institute has dedicated expert appointed by EDP department for preliminary handling of the problems and routine activities related to computers and electronic assets. In case of any associated major problem complain requisition mail is to be forwarded to the EDP department. The expert from the department attends to the complaint.
- Housekeeping and Gardening is monitored and maintained on contract basis. Deesha Services, Nashik, handles the housekeeping responsibilities and Papaya Nursery, Nashik handles the gardening and landscaping responsibilities.
- Institute assets like facilities, equipments, glass wares etc are audited by Central Audit Department on regular basis to generate the reconciliation reports.