



PIMPRI CHINCHWAD EDUCATION TRUST'S
S B PATIL INSTITUTE OF MANAGEMENT

Sector No.26,Pradhikaran,Nigdi,Pune-44, Ph.No.020-2765 6900
E-mail ID: sbpatilmba@gmail.com Website: www.sbpatilmba.com



Maintenance Procedure:

S B Patil Institute of Management maintains physical and academic facilities for effective teaching and learning. The computer systems and other sensitive equipment (servers, Projectors, Printers, Scanners, Xerox machines, Bio-metric machines) are provided with UPS backup system to avoid any damage during power outages.

S B Patil Institute of Management has installed a 500 KVA transformer, 82.5 KVA generator and UPS with 20KVA, 20KVA. The institute has provided sufficient generator, enough batteries for backup and proper earthing connection to ensure safe power source. The UPS batteries are regular checked once in a month. The servicing of diesel generator is done twice in a year for effective functioning.

1. Anyone in need of repair and maintenance work has to register their complaint in the office giving the details of the maintenance required.
2. Technician visits the site and completes the maintenance as required.
3. Head of admin department signs after the Job Completion.
4. Bill is generated and processed through the concerned authorities and forwarded through for final payment.
5. The institute has Annual Maintenance Contracts for computer related repairs and maintenance, Drinking water cooler maintenance, power backup systems, fire extinguishers and pest control for Building. The housekeeping work is outsourced to Professional company which takes care of cleaning work of complete building.

The institute maintenance policy and procedure is applicable to usage of both Physical academic and the support facilities. The physical facilities include classrooms and computer labs etc. are made available for the institute students. Institute classroom infrastructure is regularly used by institute during its teaching schedule and during the lean period it is made available for conducting the exams like MH-CET CMAT, GPAT, SNAP, CAT, ATMA etc. The maintenance and classroom cleaning responsibility is shared by the administrative staff and housekeeping staff. The institute campus garden is maintained by the gardener appointed by the institute. The institute has adequate number of the computers with internet connections and the required utility software's at all working places such as office, library, placement cell, staff rooms etc. The computer lab is having LAN facility open for the students according to their lecture schedule. All the office computers are also connected through the LAN which makes work easier and systematic but accessible to office staff only. LAN facility is available on library computers along with Vriddhi software. Every faculty and staff have computer with internet at their desk. The institute website has maintained and updated regularly by Dreamworth Solutions Pvt. Ltd. under AMC. The maintenance contract for UPS is signed with U & Kay Power systems Pvt. Ltd. Generator servicing is regularly done by E M Associates. All Plumbing maintenance is taken care with the help local skilled personnel. The institute has allotted exclusive infra facility to support student's academic as well as professional development through rich library, sports equipment, competitive examination cell etc.




Director
Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune - 411 044.

Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities the Institute ensures the availability of latest equipment and up-to-date infrastructure in the campus. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment's which is as follows:

- Submission of requirement in the form of a proposal
- Evaluation by Purchase Committee and Maintenance Committee
- Approval by the Director
- Call for quotations and verification of prices and availability of the items
- Approval from the Management
- At the end of financial year stock verification is undertaken for various departments and a detailed report is compiled. Based on this policy the perspective plan for the maintenance, repair, writing off and purchase of relevant infrastructure facilities is formulated.
- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure.

Lab in charge of the institute looks after the computer labs and responsible for the maintenance and up gradation of computer related hardware and software. Admin department maintains a dead stock register and conduct annual stock checking of their respective departments.

The Library staff regularly monitors the library stock, listing of books collection, library cards, coordinate book issue and collection schedules. The Librarian channelizes the requirement of books and journals submitted by various users and their timely purchase to facilitate the smooth running of the academic sessions.

To promote student health of students sports in charge regularly encourage students to participate in sports activities, along with coordinating various sports activities in the Institute and participate outside.

Institute has outsourced 24x7 security contract for the Campus along with provision of lady watchman near girl's hostel. These personnel ensure entry of genuine students, staff, guests and visitors by proper checking at each entrance point.

Tie-ups with service providers ensure infrastructural up gradation.

The critical equipment of electricity, generator, water pumps, etc. has been installed outside the Institute building to avoid any mishap.

Fire Extinguishers have been installed and regularly maintained at identified locations. Safe and Clean Drinking Water is ensured through ROs and Water Coolers.

Institute conducts complete inspection and verification of dead stock at the end of every year. Emergency repairing work is done through local agency. Requirement of financial resources for maintenance and upgrading of existing facilities are prepared and presented to trust. The civil and electrical work is monitored and maintained by the trust.




Director
Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune - 411 044.