

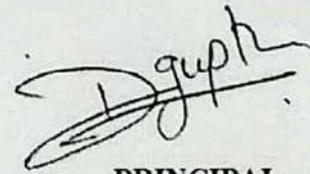


Everest Educational Society's Group of Institutions  
AURANGABAD

## Maintenance Policy and Procedure:

1. Department be in want of repair or maintenance of any equipment must make a proper requirement and submit to the Head.
2. Technician if required, must visit and should complete the given task on the site
3. HOD'S must keep the record of all Dead Stock's of their respective department.
4. Concerned or Assigned authorities will engender and forward the bill through Principal for final payment.
5. All maintenance bills are brought to the notice of the President.



  
PRINCIPAL



# Everest Educational Society's Group of Institutions

Gut No 187&189, Ohar, Jatwada Road, Aurangabad

4.4.2. There are established systems and procedures for Maintaining and utilizing physical, academic and support facilities -Laboratory, library, sports complex, computers, classrooms etc.

Institution works flawlessly when its come to equipment's , requirements which are well maintained. Various facilities, man power and daily updated equipment's are used to avail the facility for students and staff members of college. A data record, bills, quotations, and various other procedures are taken into consideration to accomplish the requirements.

### Standard Policy for Institute Maintenance:

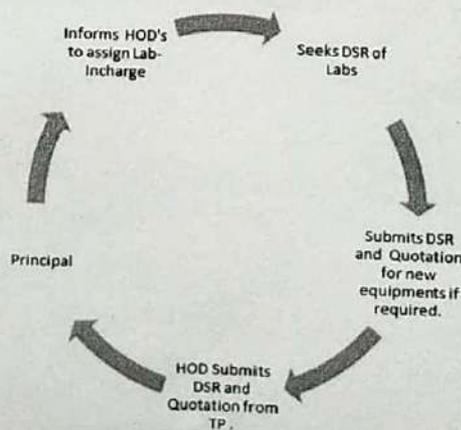
The following policies are solely for Institute maintenance purpose and do not violate or involves any standard policies:

- To ensure the maintenance and upkeep of data before and after semester.
- Head of departments will be accountable for maintenance of their Department Labs
- Lab in-charge should keep track of equipment's in Dead Stock registers.
- A proper quotation for new and under maintenance equipment's/software should seek from third party provider
- Maintenance record are kept in a asses for equipment's tracking,
- To keep the vigil on campus environment to avoid theft and mischief.

### Different Facilities Categories with respect to maintenance:-

1. **Sweeping and Cleaning:**  
Sweepers are assigned on regular basis to clean the college campus.
2. **Lawns and Nursery:**  
Activities of the garden like cutting, watering, soiling are outsourced to maintain the fragrance of nursery environment.
3. **Electrical Maintenance:**  
Electrician is assigned who manages all the issues related to electric problems and recommends to committee if any required product is to be issued or replaced.
4. **Water Purifier:**  
Daily cleaning and filling of fresh water purifier is done and verbal report is taken by the respective authority.
5. **Lab Maintenance:**  
A lab in-charge has been assigned to every lab which keeps record of the working and dead computers. If Requirement of any new hardware device or refurbished is needed, the requirement is passed to the management desk.

### Maintenance procedure of Lab's:



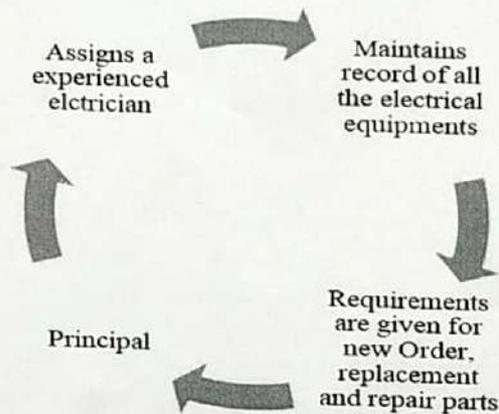


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- Principal addresses all HOD'S to assign an individual In-charge for every lab
- Working and Non-Working equipments are maintained in a Dead Stock Register (DSR)
- DSR and under maintenance equipments are cross verified by the HOD before forwarding it to principal
- Quotation for new and under maintenance equipments/software is send and evaluated from the third party provider.
- Principal approves it from his desk to the management for further process.

## Maintenance procedure Electrical Equipments:



- An authorized and experienced electrician is assigned by the institute which maintains the record
- New Order, Replacement and Repair parts, if required , then its requirement is forwarded to management from the principal's desk.

## Maintenance procedure for scourge and cleaning

- Classrooms, Labs, passages, floors , washrooms etc. are kept clean on daily basis by peons assigned to each department
- To surveillance the promptness a working chart is maintained where daily report is taken from the assigned peon.

## Maintenance procedure for Lawns, Nursery and Other facilities:

- Nursery , Lawns, Gardening etc have their doer assigned by the institute.



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