

# MAINTENANCE POLICY OF THE CAMPUS INFRASTRUCTURE

SR.NO	Campus facilities / infrastructure	Maintenance details/ policies
1.	<b>Cleaning of campus premises</b>	<ul style="list-style-type: none"> <li>• STES Kondhwa campus premises are cleaned on dailybasis.</li> <li>• Campus has waste-bins placed at different locations.</li> <li>• Everyday collected waste is separated in dry waste and wet waste. Further it is properly disposed. (PMC)</li> </ul>
2.	<b>Roads in campuses / Civil works</b>	<ul style="list-style-type: none"> <li>• All roads in campus are tire road with concrete foothpath.</li> <li>• All roads are cleaned on daily basis.</li> <li>• Any observed potholes and cracks on footpaths are repaired and maintained by Civil department of Estate office.</li> <li>• All the maintenance and repair works supervised by civil department of estate office.</li> </ul>
3.	<b>Electrical Maintenance</b>	<ul style="list-style-type: none"> <li>• Electrical maintenance covers all aspects of testing, monitoring, fixing, and replacing elements of an electrical system.</li> <li>• Electrical maintenance covers following areas               <ul style="list-style-type: none"> <li>– Electrical connections and supply</li> <li>– Electrical machines</li> <li>– Generators / Power backup</li> <li>– Lighting systems</li> <li>– Surge protection</li> <li>– Transformers.</li> <li>– Preventative electrical measures</li> </ul> </li> <li>• Electrical maintenance works performed by electrical department of estate office.</li> </ul>
4.	<b>Water Purification</b>	<ul style="list-style-type: none"> <li>• STES campus is provided with huge water purification plant. There is separate department for water purification.</li> <li>• Water tank cleaning is carried out two times a year with the help of mechanical dewatering, high pressure and vacuum cleaning, antibacterial spray and U.V radiation</li> <li>• All the maintenance and repair works of water purification plant and STP is supervised by the by</li> </ul>

		estate supervisor.
5.	<b>Sewage Treatment Plant (STP)</b>	<ul style="list-style-type: none"> <li>• Campus has Sewage Treatment Plant (STP) for recycle and reuse of water.</li> <li>• Sewage treatment plant process includes sewage treatment on primary, Secondary or biological and tertiary treatment process to improve quality of wastewater for recycle.</li> <li>• Treated water is used for watering of garden.</li> </ul>
6.	<b>Waste disposal</b>	<ul style="list-style-type: none"> <li>• All the waste of campus is collected on daily basis by the sweepers and collected waste is handed over to Pune Municipal Corporation (PMC)</li> </ul>
7.	<b>IT facilities (Internet, software's) and Phone</b>	<ul style="list-style-type: none"> <li>• All the IT facilities purchased, maintained and repaired by central IT department (IT Dept. SCOE).</li> <li>• All broadband services to each colleges are distributed and maintained by IT department.</li> <li>• Purchase, updation and installation of essential software's (windows, MS office, quickheal) are performed by technicians of IT department.</li> <li>• Campus has separate server room which maintains all internet related issues (namely updation, maintenance, repair and installation)</li> <li>• Whole campus is connected with intercom for smooth and rapid communication.</li> <li>• Problem related to Phone/ intercom are repaired and maintained by estate office.</li> </ul>
8.	<b>Grounds, Gardening and lawns</b>	<ul style="list-style-type: none"> <li>• The ground man are engaged with rolling of pitches, makings of the grounds.</li> <li>• Gardening workers are engaged for grass cutting, watering and cleaning of grounds (Cricket, football, etc.)</li> <li>• Gardening and watering of lawns and plants present in the campus performed by housekeeping / gardening contractor.</li> <li>• Civil department of estate office keep monitoring on maintenance and repairing of Grounds, Gardening and lawns.</li> </ul>
9.	<b>Sports complex/ indoor sports room</b>	<ul style="list-style-type: none"> <li>• STES Kondhwa campus is provided with central indoorsports rooms for students.</li> <li>• Sports room is cleaned on the daily basis by appointed sweepers.</li> <li>• Cleaning and oiling of equipment are properly carried out.</li> <li>• Entry and exit records of students are properly maintained by appointed staff.</li> </ul>

10.	<b>Campus security</b>	<ul style="list-style-type: none"> <li>• STES Campus Security team works around the clock to protect the well-being of students, faculty, staff and visitors.</li> <li>• Security staffs are appointed for campus security with the security officer, CCTV technician, security inspectors, gunman/ commando, security guards)</li> <li>• Whole STES Campus is under CCTV surveillance.</li> </ul>
11.	<b>Hostel (Boys and Girls)</b>	<ul style="list-style-type: none"> <li>• Warden-in-charge has the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels.</li> <li>• Hostel facilities namely electricity, water supply, pest control, intercom etc are repaired and maintained time to time by designated departments of estate office.</li> <li>• Separate complaint register for room facilities are maintained by warden and then processed to estate office.</li> <li>• The caretaker is responsible for daily maintenance of hostels and other tasks assigned from time to time. Hostel rooms, passages and terrace are cleaned on daily basis by appointed sweepers.</li> <li>• Students complaints are solved by hostel warden.</li> <li>• Late entry / change of room are maintained by hostel warden.</li> <li>• There is a Hostel committee for boys hostel and girls hostel.</li> </ul>
12.	<b>Mess facilities</b>	<ul style="list-style-type: none"> <li>• In STES campus there are total 13 messes (7 girls and 6 boys) with good food quality.</li> <li>• Mess cleaning and mopping carried out on daily basis by appointed workers by mess contractors.</li> <li>• There is a mess committee to inspect and maintain the quality of food.</li> <li>• Mess inspection: An appointed mess supervisors checks the food quality, cleaning and feedback on daily basis.</li> <li>• Mess change process: If students are not satisfied with the mess food he/ she can change the mess by filling mess change form.</li> <li>• Waste food is properly disposed by mess contractors.</li> </ul>