# MAINTENANCE POLICY OF THE CAMPUS INFRASTRUCTURE

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<th>SR.NO</th>
<th>Campus facilities / infrastructure</th>
<th>Maintenance details/ policies</th>
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| 1.    | Cleaning of campus premises        | • STES Kondhwa campus premises are cleaned on daily basis.  
 |       |                                    | • Campus has waste-bins placed at different locations.  
 |       |                                    | • Everyday collected waste is separated in dry waste and wet waste. Further it is properly disposed. (PMC) |
| 2.    | Roads in campuses / Civil works    | • All roads in campus are tire road with concrete footpath.  
 |       |                                    | • All roads are cleaned on daily basis.  
 |       |                                    | • Any observed potholes and cracks on footpaths are repaired and maintained by Civil department of Estate office.  
 |       |                                    | • All the maintenance and repair works supervised by civil department of estate office. |
| 3.    | Electrical Maintenance             | • Electrical maintenance covers all aspects of testing, monitoring, fixing, and replacing elements of an electrical system.  
 |       |                                    | • Electrical maintenance covers following areas  
 |       |                                    |   – Electrical connections and supply  
 |       |                                    |   – Electrical machines  
 |       |                                    |   – Generators / Power backup  
 |       |                                    |   – Lighting systems  
 |       |                                    |   – Surge protection  
 |       |                                    |   – Transformers.  
 |       |                                    |   – Preventative electrical measures  
 |       |                                    | • Electrical maintenance works performed by electrical department of estate office. |
| 4.    | Water Purification                 | • STES campus is provided with huge water purification plant. There is separate department for water purification.  
 |       |                                    | • 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  
<p>|       |                                    | • All the maintenance and repair works of water purification plant and STP is supervised by the by |</p>
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| 5. | **Sewage Treatment Plant (STP)** | - Campus has Sewage Treatment Plant (STP) for recycle and reuse of water.  
- Sewage treatment plant process includes sewage treatment on primary, Secondary or biological and tertiary treatment process to improve quality of wastewater for recycle.  
- Treated water is used for watering of garden. |
| 6. | **Waste disposal** | - All the waste of campus is collected on daily basis by the sweepers and collected waste is handed over to Pune Municipal Corporation (PMC) |
| 7. | **IT facilities (Internet, software’s) and Phone** | - All the IT facilities purchased, maintained and repaired by central IT department (IT Dept. SCOE).  
- All broadband services to each colleges are distributed and maintained by IT department.  
- Purchase, updation and installation of essential software’s (windows, MS office, quickheal) are performed by technicians of IT department.  
- Campus has separate server room which maintains all internet related issues (namely updation, maintenance, repair and installation)  
- Whole campus is connected with intercom for smooth and rapid communication.  
- Problem related to Phone/ intercom are repaired and maintained by estate office. |
| 8. | **Grounds, Gardening and lawns** | - The ground man are engaged with rolling of pitches, makings of the grounds.  
- Gardening workers are engaged for grass cutting, watering and cleaning of grounds (Cricket, football, etc.)  
- Gardening and watering of lawns and plants present in the campus performed by housekeeping / gardening contractor.  
- Civil department of estate office keep monitoring on maintenance and repairing of Grounds, Gardening and lawns. |
| 9. | **Sports complex/ indoor sports room** | - STES Kondhwa campus is provided with central indoorsports rooms for students.  
- Sports room is cleaned on the daily basis by appointed sweepers.  
- Cleaning and oiling of equipment are properly carried out.  
- Entry and exit records of students are properly maintained by appointed staff. |
|   | Campus security | - STES Campus Security team works around the clock to protect the well-being of students, faculty, staff and visitors.  
- Security staffs are appointed for campus security with the security officer, CCTV technician, security inspectors, gunman/commando, security guards)  
- Whole STES Campus is under CCTV surveillance. |
|---|----------------|---|
| 11. | Hostel (Boys and Girls) | - Warden-in-charge has the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels.  
- Hostel facilities namely electricity, water supply, pest control, intercom etc are repaired and maintained time to time by designated departments of estate office.  
- Separate complaint register for room facilities are maintained by warden and then processed to estate office.  
- 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.  
- Students complaints are solved by hostel warden.  
- Late entry / change of room are maintained by hostel warden.  
- There is a Hostel committee for boys hostel and girls hostel. |
| 12. | Mess facilities | - In STES campus there are total 13 messes (7 girls and 6 boys) with good food quality.  
- Mess cleaning and mopping carried out on daily basis by appointed workers by mess contractors.  
- There is a mess committee to inspect and maintain the quality of food.  
- Mess inspection: An appointed mess supervisors checks the food quality, cleaning and feedback on daily basis.  
- Mess change process: If students are not satisfied with the mess food he/she can change the mess by filling mess change form.  
- Waste food is properly disposed by mess contractors. |