4.4 Maintenance of Campus Infrastructure

4.4.2 Maintenance policy

4.4.2 Maintenance Procedure: 2021-22

SBPIM maintains physical and academic facilities for effective teaching and learning. The computer systems and other equipment (Servers, Projectors, Printers, Scanners, Xerox machines, Face Recognition machines, Self Kiosk, Book Drop Box & OPAC) are provided with UPS backup system to avoid any damage during power outages.

SBPIM has installed a 500 KVA transformer, 82.5 KVA generator and UPS with 20KVA, 20KVA each. The institute has provided sufficient generator, 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. Previously staffs give requirements through register maintained in Lab .But as per IQAC initiative for sustainability now requirement is registered through email@systems@sbpatilmba.com .

2. All campus entry/ exit Gates have been installed with RFID enabled devices to monitor entry and exit. Employees have been issued with the RFID enabled identity Cards Employees attendance capture using Face recognition system and integrated with ERP
3. Technician visits the site and completes the maintenance as required.
4. Head of admin department signs after the Job Completion.
5. Bill is generated and processed through the concerned authorities and forwarded through for final payment.
6. The institute has Annual Maintenance Contracts for computer related repairs and maintenance,
7. Drinking water cooler maintenance, power backup systems, fire extinguishers and pest control for Building.
8. 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 infrastructure is regularly used by institute during its teaching schedule and during the lean period it is made available for conducting the exams like CET, SNAP, IBPS, CMAT, GPAT and other Government Exams etc. The maintenance and classroom cleaning responsibility is shared by 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 in the library for all computers and RFID stations along with Koha Software all stations maintained by 2CQR support Every faculty and staff have computer with internet at their desk. There is dedicated technical staff to help maintain all the IT resources.PCET's Digital Marketing Department looks after the website's designing and maintenance with great enthusiasm the maintenance contract for UPS is signed with U & Kay Power systems Pvt. Ltd. Generator servicing is regularly done by M.K Services. All Plumbing maintenance is taken care with the help local skilled personnel's. 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.

S. B. PATIL INSTITUTE OF MANAGEMENT NIGDI PRADHIKARAN PUNE - 44

Director
S. B. Patil Institute of Management
Sector No. 26, Nigdi,
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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.

There is a dedicated committee in the institute which takes care of overall institute maintenance and upkeep.

Lab in charge of the institute looks after the computer labs and Language Lab 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.

SBPIM has library Advisory Committee (LAC) regularly monitors the library collection, i.e. books ebooks, journals, ejournals. The Librarian channelizes the requirement of books and journals submitted by various head of departments and their timely purchase to facilitate the smooth functioning of the academic sessions. The committee regularly monitors and updates the other resources like NDLI, NPTEL, and SWAYAM.

To promote students for sports, SBPIM sports in charge regularly encourage students to participate in sports activities, along with. Maintains sports facilities through regular monitoring of the equipment forindoor games and outdoor sports. The institution has a well-maintained infrastructure for sports like cricket, basketball, volleyball, throw ball and badminton.

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 accident.

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 monitoredand maintained by the trust.

By following this maintenance procedure, our Institute can ensure that all facilities, equipment, and infrastructure are maintained in good condition, and that the institute is able to provide a safe and productive learning environment for its students.

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Coronavirus (COVID-19) Institute Policy - 2020

This **Coronavirus (COVID-19) policy for Pimpri Chinchwad Education Trust's S. B. Patil Institute of Management**, includes all the essential guidelines that employees must follow during the coronavirus outbreak as well as temporary alterations of existing sick leave and work from home policies.

Policy Brief & Purpose

This policy includes the measures that SBPIM is actively taking to mitigate the spread of coronavirus. Employees are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this critical environment. It's important that everyone responds responsibly and transparently to these health precautions.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, it will be updated and communicated to the employees as soon as possible.

Scope

This coronavirus policy applies to all SBPIM employees who physically work in SBPIM. It is strongly recommended that all the employees read through this action plan, to ensure that we collectively and uniformly respond to this challenge.

Policy elements

Following is the outline of the required actions that employees should take to protect themselves and their co-workers from a potential coronavirus infection:

General Guidelines:

- Employees must follow all guidelines provided by WHO and National and Local Public Health authority meticulously, inside and outside of the campus.
- Work spaces, common areas and washrooms in the campus must be regularly sanitized.
- Hand wash and Sanitizers provided to the employees must be used as per guidelines for better safety.

- Employees must avoid using Biometric system or other devices that requires physical contact.
- Employees must stay aware of the latest information on the COVID-19 outbreak, available on the World Health Organization website and through your national and local public health authority.
- In case of fever, cough and difficulty breathing, employees must seek medical attention, and if possible, call by telephone in advance and follow the directions of the local health authority. Employees must inform about their health condition to the Head/Director.

General hygiene rules:

- Wash your hands with an alcohol-based hand rub or wash them with soap and water after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule).
- Use clean and sanitized face masks at all times when you are in campus.
- Do not spit anywhere in the campus as it may increase the chances of spread of Covid to other employees.
- Do not sneeze or cough without mask.
- Make sure you, and the people around you, follow good respiratory hygiene. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid holding/touching other employees' Tiffin, Purse, Handbag, Pen, Stationary, Files or other such stuff. If you do so, make sure to wash your hands properly and do not touch your face.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

Social Distancing at Work:

- Essential and required employees working on campus should maintain physical distance from others of at least 6 feet.
- Employees must avoid coming in physical contact with each other, handshaking or hugging.
- Employees must avoid touching surfaces or sanitize surfaces before touching.
- Employees must avoid gathering or crowding at one place.
- Avoid In-person meetings/gatherings; for employee safety, conduct virtual online meetings.
- Employees must not remove their masks when around two or more people. In case one wishes to remove their mask, he/she must go out in an open place/corridor where no other person is present and then remove it.
- Employees must avoid gathering for Lunches and any other Celebrations. Find an alternative online or virtual Celebration platform.

Emergency Contact

When to seek emergency medical attention for Corona + Case for COVID-19.
If someone is showing any of these signs, **seek emergency medical care immediately:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms.

Please go to local emergency facility:

a) Annasaheb Magar Stadium - Jumbo Covid Center at Pimpri
b) Gharkul near Chikhli- Quarantine Center for Mild Symptom Patients'

You may Contact following Persons of PCET

1) Dr.Sanjivani Shelke - 8793482939
2) AG Patil - 8983344242
3) Ganesh Borhade - 8329254577

You may contact following Persons of PCMC Officials:

a) Shri.Balasaheb Khandekar - 7796162243
b) Shri.Sunil Alamlekar - 8369258500
c) Shri. Prashant Joshi - 8928323916

Triage Area Doctors:

1) Dr.Sunil Pawar - 9922509321
2) Dr.Parmanand Chavan - 9923035544
3) Dr.Shagun Pise - 9673689610
4) Dr.Atul Desle - 8888309351

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