## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.4.2 Maintenance Procedure

SBPIM maintains physical and academic facilities for effective teaching and learning. The computer systems and other equipment (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. Institute has made AMC for Fire Fighting System, Lift, Generator and Drinking water Cooler. Power Backup System servicing and Pest Control on call basis.

7. The housekeeping work is outsourced to professional company which takes care of cleaning work of complete building.

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The institute maintenance policy and procedure is applicable to usage of both Physical and academic 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
All 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 of UPS done by Maxicon Power Solutions on call basis. Generator servicing is regularly done by M.K Services. All Plumbing maintenance is taken care with the help of 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.

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 institute 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 for indoor 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 Fighting Systems 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 upgradation 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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