



Alard Charitable Trust's

# Alard College of Engineering & Management

NAAC Accredited

(Approved by AICTE & Affiliated to University of Pune)

Campus : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411057.

Tel:02066523707/02 Email : info@alardinstitutes.com Website :www.alardinstitutes.com

AISHE Code : C-42123 ISPPU-PUN Code : CEGP015030 IDTE Code: 6325

Ref:ACEM/ Admin/15/2020-21/15.

Dt: 06/08/2020

## Housekeeping, Maintenance and Disposal Policy

**Aim:** The primary objective of Housekeeping, Maintenance and Disposal Committee Policy is to provide guidance about effective utilization infrastructural resources and facilities as well as clean and healthy working conditions inside the campus.

### Standard Operating Procedures

#### 1. Housekeeping:

The housekeeping activity consists of daily washing, sweeping and sanitizing at various parts of campus.

- Everyday cleaning and sweeping of campus building area.
- Regularly cleaning & sweeping of the campus building premises.
- To identify & clean the area around the building periodically.
- Regular sanitization of the washrooms for maintaining cleanliness.
- Maintain Schedules and records for housekeeping duties.

#### 2. Maintenance:

- The committee will process maintenance work requisitions based upon requirements from faculties through the head of department.
- After the work order is registered, Institutional Head in consultation with the Office suprtendant will assign work orders to appropriate committee member.
- In some cases, work requires assigning to contractor the same shall be forwarded for consideration and further action to Principal.
- If any member locates a facility problem or Laboratory maintenance in institute, they either resolve the problem themselves or if they need assistance in completing work, it will be reported to the respective Head for further action.
- The Departmental Head assigns and monitors the Preventive Maintenance work orders. The documentation of completed work and an analysis of maintenance expenses are done.
- Principal take review from committee members periodically for necessary action and improvement.
- Based upon requirement instruments are calibrated as per norms.
- Maintenance & housekeeping activities are performed from annual budget allow acted.

#### 3. Disposal:

- All heads of department communicate about Equipments which are showing difficulty in operation and beyond repair to committee.
- After physical verification from Committee members report is forwarded regarding further action like repair from third parties or Disposal of equipments to higher authority.



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- Finally such equipments, setups are disposed of at institute with consent of Administration In charge and Principal.



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## Housekeeping, Maintenance and Disposal Committee

### List of Housekeeping and Cleaning committee members

| S.No | Name Of The Faculty | Designation            | Responsibility                 |
|------|---------------------|------------------------|--------------------------------|
| 1    | Dr.K.D.Sapate       | Principal              | Head                           |
| 2    | Prof. Sayli Jawle   | Assistant Professor    | Head of Housekeeping Committee |
| 3    | Prof. Pooja Patil   | Assistant Professor    | Civil Coordinator              |
| 4    | Prof. Nivedita      | Assistant Professor    | Mechanical Coordinator         |
| 5    | Prof. Lata Kotwani  | Assistant Professor    | Electrical Coordinator         |
| 6    | Prof. Swapnil Wagh  | Assistant Professor    | Computer Coordinator           |
| 7    | Prof. Sonal Nikam   | Assistant Professor    | ENTC Coordinator               |
| 8    | Prof. Anjali Sarada | Assistant professor    | FE Coordinator                 |
| 9    | Mr. Shashi Yadav    | Housekeeping In-charge | Campus Coordinator             |



  
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## List of Energy Saving and General Maintenance committee members

| S.No | Name Of The Faculty   | Designation                            | Responsibility                |
|------|-----------------------|--|-------------------------------|
| 1    | Dr. B. M. Shinde      | Principal                              | Head                          |
| 2    | Prof. Lata Kotwani    | Assistant Professor                    | Head of Maintenance Committee |
| 3    | Prof. Shubhangi Lakde | Assistant Professor                    | Civil Coordinator             |
| 4    | Prof. Sima Raut       | Assistant Professor                    | Mechanical Coordinator        |
| 5    | Prof. Aprajita Kumari | Assistant Professor                    | Electrical Coordinator        |
| 6    | Prof. Roshni Kharche  | Assistant Professor                    | Computer Coordinator          |
| 7    | Prof. Shubhangi Bhor  | Assistant Professor                    | ENTC Coordinator              |
| 8    | Prof. Poonam Patil    | Assistant professor                    | FE Coordinator                |
| 9    | Mr. Balu              | Energy saving<br>Maintenance In-charge | Campus Coordinator            |
| 10   | Mr. Shashi Yadav      | General Maintenance<br>Incharge        | Campus Coordinator            |
| 11   | Mr. Anil Dengle       | Workshop Incharge                      | Workshop Coordinator          |

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