



Alard Charitable Trust's

Alard College of Engineering & Management

(Approved by AICTE, & Affiliated to University of Pune)

We will find a way or we shall make one

CAMPUS : S. No. 50, Marunje, Rajiv Gandhi Infotech Park, Pune - 411 057. Tel.: 020 66523707 / 02

CITY OFFICE : 243, Clover Centre, 2nd Floor, 'D' Wing, 7, Moledina Road, Pune - 411 001 (India)

Tel.: 66013611 / 66013812 / 26121506 Telefax : +91-20-40068058

E-mail : info@alardinstitutes.org Website : www.alardinstitutes.org

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 superintendent 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 allowed.

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

B. Patel
Principal

ACEM, PUNE

PRINCIPAL
ALARD COLLEGE OF ENGINEERING
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Sr.No.50, Rajiv Gandhi Infotech Park,
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Housekeeping and Maintenance disposal

List of Housekeeping and Cleaning Committee members

Sr.No.	Name of Faculty	Designation	Responsibility
1.	Dr.K.D.Sapate	Principal	Head
2.	Prof. Santanu Dhara	Assistant Professor	Head of Housekeeping committee
3.	Prof.Sima Raut	Assistant Professor	Mechanical Coordinator
4.	Prof.Harsha Talodhikar	Assistant Professor	Civil Cordinator
5.	Prof.Ashwini Shirke	Assistant Professor	Computer Cordinator
6.	Prof.Sapna Kukade	Assistant Professor	E &TC Cordinator
7.	Prof.Manjushree Mane	Assistant Professor	FE Cordinator
8.	Mr.Nitesh Jadhao	General Maintenance In charge	Campus Cordinator

B. Patel
Principal



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Housekeeping and Maintenance disposal

List of Energy saving and General maintenance committee members

Sr.No.	Name of Faculty	Designation	Responsibility
1.	Dr.K.D.Sapate	Principal	Head
2.	Prof. Mudita Dubey	Assistant Professor	Head of maintenance committee
3.	Prof.Ashwini Mane	Assistant Professor	Mechanical Coordinator
4.	Prof.Rachna Vaidya	Assistant Professor	Civil Coordinator
5.	Prof.Ashwini Shirke	Assistant Professor	Computer Coordinator
6.	Prof.Juhi Shrimali	Assistant Professor	E & TC Coordinator
7.	Prof.Manjushree Mane	Assistant Professor	FE Coordinator
8.	Mr.Balu	Energy saving and maintenance In charge	Campus Coordinator
9.	Mr.Nitesh Jadhao	General Maintenance In charge	Campus Coordinator


Principal



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