

WORKING PROCEDURE FOR BUILDING MAINTENANCE

1. Requirements of civil maintenance work are received from Departments.
2. Committee members visit the site personally to identify the problem.
3. Problem is discussed in committee meeting and is put forth to principal through note sheet for further action.
4. If more number of problems are reported simultaneously, work is done as per priority
5. Advanced payment is received from office as per requirement before commencement of work
6. Committee members supervise the work in progress and give suggestions if required.
7. Finally, stage wise bill is submitted to account section after completion of work.
8. Apart from this, the committee also takes into consideration any other work noted in the premises.
9. Meeting of the committee is held biannually to discuss related issues.

DR. SAU. KAMALATI GAWAI INSTITUTE OF ENGINEERING AND TECHNOLOGY, DARAPUR

Maintenance/Requirements of Computer/Building/Electrical

Name of Department: _____

Complaint/Requirement: _____

Details: _____

Location of Complaint: _____

Name of Staff: _____

Received Signature & Date _____

Signature of Head of Department

**WORKING PROCEDURE FOR IT INFRASTRUCTURE
MAINTENANCE**

1. IT/Computer related Maintenance/Requirement is raised by department in a specific format duly signed by Head of the Department
2. After receiving the requirement at Computer Science & Engineering Department, an in-charge assign the work to a technical staff.
3. The Technical staff then goes to a location, analyses the problem, repairs it if possible or inform back to an in-charge if any hardware replacement is required.
4. In case of hardware replacement, the HOD initiates a requirement as per the suggestions given by the IT in-charge. IT In-charge then places his remark on the requirement and Supply order is placed by the department.
5. After receiving hardware components, technical staff fixes the problem and maintenance activity is closed.

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Utilization of Computers & IT Infrastructure: -

1. We have computer center with the capacity of 40 computers which are connected to high speed internet & is used by students to access internet, to fill online university examination forms, to access LMS and for other academic activities.
2. Other Labs are exclusively used for conducting practical. All the computers in the institute are connected to internet
3. Online test of students are conducted during campus recruitment drive by various companies.

Utilization & maintenance of Library, Laboratory, Sports Complex, Classrooms etc.:-

1. Reading hall & Reference Section of the library is used for reading & referencing purpose by the students and the staff members.
2. Digital Library & Network Resource Centre of the library is used for accessing e-resources On line & Off line. Total 24 computers are available which are connected to high speed internet which is used by the students. The department of Computer Science & Engineering looks after the maintenance of this section.
3. Library have an Audio- Visual section where students used to access IIT Video Lectures. A LCD projector & 50 inch LED Television is available to make use of this section.
4. Students and staff members use to borrow books from Circulation Section & Book Bank Section of the library.
5. Laboratory in-charge looks after the maintenance of their laboratory. Housekeeping in-charge looks after the cleanliness of their respective departments including classrooms.
6. Sports in-charge takes care of the playground, gym etc., hires external labor if required for the maintenance of ground, initiates purchase of sports material or gym equipment as per the procedure.
7. Students of our institute make use of gym as per the schedule.
8. Play ground is used by our students for practicing various sport events and prepare themselves for university level, state level and national level competitions. Indoor, outdoor auditoriums and an open air Theatre are available to conduct various cultural and social programs throughout the year.