

Bharati Vidyapeeth's College of Engineering for Women, Pune

INFRASTRUCTURE AND LEARNING RESOURCES

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institute has fixed maintenance, housekeeping, and write-off policies. 1) Maintaining and utilizing physical facilities: Concerned departments are given responsibility for the maintenance of their physical facilities. Physical facilities comprise of classrooms, seminar hall, and tutorial rooms. All these rooms are cleaned by the daily wages of women. The cleanliness and security of the classrooms are monitored by the department laboratory assistant. 2) Utilization and maintenance of laboratories: Laboratories are allotted for practical as per the schedule. Each laboratory has a dead stock register to record the new purchases and maintenance register to record the maintenance details of the equipment. The institute conducts the stock verification of each department's laboratories at the end of the academic year. Old and outdated equipment are discarded by standard procedure. 3) Utilization and maintenance of computer laboratories: The computer laboratories are allotted to the students as per their curriculum requirements of SPPU. The maintenance and repairs of all computers in laboratories are taken care of by the respective laboratory in charge and the lab assistant of the departments. The maintenance and repairs related to networking is administered by the network administrator of the institute. 4) Utilization and Maintenance of Library: The book list requirement is received from the concerned departments' library in charge as per the curriculum. The students are instructed to procure an Identity card and library card to avail the library books. If student fails to return the book in time, fine has to be paid by the student. All the functions of the library i.e. book borrowing and lending etc. are monitored by automated Soul 2.0 library software. 5) Support: It comprises of fire extinguisher, water purifiers, plumbing, electrical maintenance, and civil maintenance. The institute has AMC of fire extinguisher, lift and water purifiers. Maintenance of furniture items and metal fixtures is carried out by the workshop. The maintenance of water coolers, glass fittings, and plumbing are looked after by Store In charge of the Institute. General civil maintenance and upkeep of civil infrastructure are carried out by the Bharati Vidyapeeth's building section.