



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.org

MSHE Code : C-12123 (SPPU-PUNE) Code : CUGP015030 (DTE) Code : 6525

Ref: ACEM/admwr/2021-22/71

Date - 4/08/2021

## 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

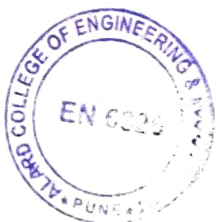
#### 1. Housekeeping:

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.





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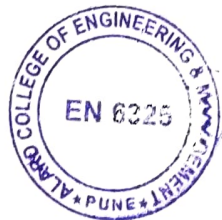
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ABET Code : EC-42123 SPPE-49 N Code : CUGP015030 DIT Code : 622

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



  
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Marunje, Pune-411057



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Phone : 9773702041 mail : info@alard.ac.in Website : www.alardinstru.edu

USSL Code : 041123 SPPL PIN Code : 411057 DHE Code : 6325

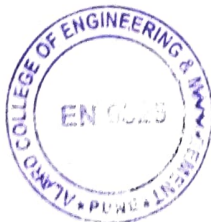
Ref: ACBM/admin/2021-22/72

Date - 04/08/2021

## 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. Sayali Jawale	Assistant Professor	Head of Housekeeping Committee
3	Prof. Pooja Patil	Assistant Professor	Civil Coordinator
4	Prof. Nivedita	Assistant Professor	Mechanical Coordinator
5	Prof. Mukul Gidd	Assistant Professor	Electrical Coordinator
6	Prof. Priyanka Abhale	Assistant Professor	Computer Coordinator
7	Prof. Sonal Nikam	Assistant Professor	ENTC Coordinator
8	Prof. Padma Zade	Assistant professor	FE Coordinator
9	Mr. Shashi Kumar	Housekeeping In-charge	Campus Coordinator



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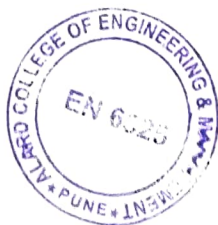
AISHE Code : CS-42123 ISPPU-PUN Code : CEGP015030 DTE Code : 6025

Ref : ACEM/admin /2021-22/73

Date -04/08/2021

## List of Energy Saving and General Maintenance committee members

S.No	Name Of The Faculty	Designation	Responsibility
1	Dr. K. D. Sapate	Principal	Head
2	Prof. Lata Kotwani	Assistant Professor	Head of Maintenance Committee
3	Prof. Shubhangi Lakade	Assistant Professor	Civil Coordinator
4	Prof. Vishal Thopate	Assistant Professor	Mechanical Coordinator
5	Prof. Kalyani Salunkhe	Assistant Professor	Electrical Coordinator
6	Prof. Shobha Bamane	Assistant Professor	Computer Coordinator
7	Prof. Shruti Sarode	Assistant Professor	ENTC Coordinator
8	Prof. Jaya Nehete	Assistant professor	FE Coordinator
9	Mr. Balu	Energy saving Maintenance In-charge	Campus Coordinator
10	Mr. Shashi Kumar	General Maintenance Incharge	Campus Coordinator
11	Mr. Anil Denge	Workshop Incharge	Workshop Coordinator



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