

BAPURAO DESHMUKH COLLEGE OF ENGINEERING, SEVAGRAM

Maintenance and Utilization of Facilities 2019-20

Procedures and policies adopted by the institution for maintaining and utilizing physical, academic and support facilities are given as below:

S.N.	Facility	Procedure & Policy adopted by Institution
1	Laboratory	A faculty in charge of Lab and a laboratory assistant looks after the maintenance of respective laboratory. They are also involved in preparing the budget for the required consumables, new equipment and repairs. The laboratory equipments are serviced and maintained by the equipment suppliers on annual maintenance contract agencies. Inspections of the instruments/equipments are carried out on a regular basis.
2	Library	All books are accessioned by the serial number of accession, classified subject wise and shelved in the rack according to call numbers regularly. Stock verification is carried out annually
3	Building	Building maintenance is carried out by the office of Estate Manager
4	Sports Complex	It is maintained by the Sports officer with the support of Estate Manager
5	Computers	Power back up facility is provided through 63 KV Diesel Generator. On line UPS are also provided for backing power. Hardware Assistant is employed to look after other works related with Computers.
6	Internet	Internet related matters like daily band width, usage, band width allocation, sharing etc. are maintained by a team of technical assistants under the supervision of Head of Computer Engineering.
7	Class Rooms	Rooms and Seminar Halls are maintained by the departmental attendants under the supervision of their HODs.
