

Maintenance Policy



Suman Ramesh Tulsiani Technical Campus

Faculty of Engineering

Mauje: Khamshet, Pune-Mumbai Highway (NH4), Tal: Maval, Dist: Pune-410405

Approved By A.I.C.T.E. New Delhi, Recognized by Govt. of Maharashtra, Affiliated to University of Pune & MSBTE

MAINTENANCE POLICY

Estate Department shall coordinate the maintenance activities of the college.

Personnel assigned for maintenance shall follow the following instructions:

1. Prepare and maintain routine checklist and preventive maintenance schedule
2. Perform routine checks and preventive maintenance as scheduled
3. Emergency maintenance shall be coordinated and the report be sent to Estate Department.

Sl. No.	Equipment	Responsibility			Monitoring Authority
		Routine check	Preventive maintenance	Emergency maintenance	
1	Laboratory equipment	Lab-in-charge	Lab In-charge	Lab In-charge	HOD
2	Air conditioner and cooler	Estate Department	Estate Manager	Estate Manager	Estate Manager
3	General electrical Appliances	Estate Department	Estate Manager	Estate Manager	Estate Manager
4	Generator and Power supply	Estate Department	Estate Department	Estate Department	Estate Manager
5	Wi-Fi, LAN,	System Dept	System Dept	System Dept -	System HOD

	Internet				
6	CC TV and IP Camera	System Dept	System Dept	System Dept -	System HOD
7	Biometric	System Dept	System Dept	System Dept -	System HOD
8	ERP Sms Service and website	System Dept	System Dept	System Dept -	System HOD
9	Computer , server and software	System Dept	System Dept	System Dept -	System HOD
10	Civil works	Estate Department	Estate Department	Estate Manager	Estate Manager