



## Procedures and Policies:

There are well established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Adequate academic, physical and support facilities are available in the campus. In order to ensure their maintenance and optimum utilization, various systems and procedures are established to benefit all the stakeholders.

### 1. Maintenance of Physical Infrastructure and Support facility:

Institute believes in maintaining well developed campus infrastructure. To achieve this, Institute Management ensures that the maintenance of the physical, academic and support facilities is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

#### a) Routine Maintenance:

Cleaning, Dusting, and Sweeping of all areas such as classrooms, seminar halls, Laboratories, Library and sports ground is undertaken daily by the contractual and permanent housekeeping staff and is regularly supervised. The Institute has automated cleaning equipment for this purpose. For minor repairs, the Institute has a workforce of Carpenters, Masons, Electricians and Plumbers.

#### b) Preventive Maintenance:

**Painting:** The Institute ensures that all the areas are periodically painted.

**Air Conditioner:** Many areas of the Institute are air conditioned. The maintenance of the Heating, Ventilation, and Air conditioning (HVAC) system is outsourced.

**CCTV:** The Institute has installed multiple CCTVs on the Campus. The maintenance of the system is outsourced.

**Water Tanks / Septic Tanks:** All the underground and overhead drinking water tanks are regularly cleaned by respective department and follow up is taken by higher authorities.

**Pest Control:** The Pest control is done by annual contract with PCI Pest Control Private Limited. The name of the treatment is TermiSeal Service (Post-Con) (Sub-Terranean Termites). Periodical visits are scheduled as per the contract.



PRABODHAN SHIKSHAN PRASARAK SANSTHA'S ( Reg. No. E - 697 Ratnagiri)  
**RAJENDRA MANE COLLEGE OF ENGINEERING & TECHNOLOGY**

Approved by AICTE New Delhi, Affiliated to Mumbai University & Recognised by D. T. E. Govt. of Maharashtra

Accredited by NAAC with B+ Grade

DTE Code : 3202

At & Po. Ambav (Devrukh), Tal. Sangameshwar, Dist. Ratnagiri, Pin - 415 804 (Maharashtra)  
☎(02354) 269400/269401 ● Fax No. : (02354) 269699 ● Email : info@rmcet.com ● Website : www.rmcet.com

## 2. Maintenance of IT Infrastructure:

The Institute has a team of qualified Lab Technicians for efficient management of IT infrastructure on campus. They ensure that the IT infrastructure (including hubs, L1 / L2 Switches, Wi-Fi Routers etc and peripherals) are always in working condition.

The Institute has a policy of purchasing branded and assembled desktop. The networking material of brands named D-link, Cisco, iBall and HP and desktop peripherals from reputed companies like Dell, His, Gigabyte, Intel is used. The maintenance for first 3 years is taken care by the vendor/supplier. The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.

Every laboratory maintains a complete record of the equipment such as Dead-Stock Register and utilization Register. All the documents are verified by Lab In charge (a faculty member) and are kept in accordance with the standard procedures.

Superintendent

Rajendra Mane College of Engg. & Tech.  
Ambav.



PRINCIPAL

Rajendra Mane College of Engineering  
& Technology Ambav, Devrukh,  
Tal. Sangameshwar Dist. Ratnagiri,  
Pin : 415804 (Maharashtra)