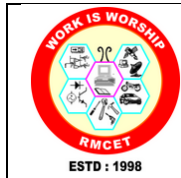


# RAJENDRA MANE COLLEGE OF ENGINEERING AND TECHNOLOGY, AMBAV



## 4.4.2 Policy Documents

### POLICY FOR MAINTAINING & UTILIZING PHYSICAL, ACADEMIC & SUPPORT FACILITIES-LABORATORY, LIBRARY, SPORTS COMPLEX COMPUTERS, CLASSROOM, TOILETS ETC.

#### **Introduction:**

Rajendra Mane college of Engineering and Technology is running in its 24<sup>th</sup> year, a degree engineering college at Ambav (Devruk) approved by AICTE, New Delhi, recognised by Directorate of Tech. Education, Maharashtra and affiliated to Mumbai University since 1998 running in its 24<sup>th</sup> year. RMCET is located on 35 acres of land at village Ambav, about 8 Km. from Devruk city. The campus includes Administrative, Instructional Area, Work Shop, Laboratories, Library and Residential buildings etc. area admeasuring 20461 Sq.mtrs. This College is a fully developed residential engineering college. At present there are over 738 students studying in the following four branches viz. Computer, Electronics & Telecommunication, Automobile, and Mechanical Engineering (U.G). This college is also have one post-graduation course in management i.e. MBA/MMS. This college has earned a reputation as being among the best colleges in Konkan Region.RMCET has well equipped Laboratories, Computer Departments, Workshop and Library to impart best technical education to the students.

#### **Aim of the Document:**

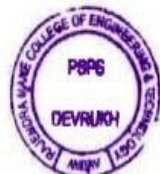
RMCET wants to be a model institute, aiming to imbibe best practices in its resources, stakeholders through the organization.

#### **Maintenance of Classrooms**

Classrooms with furniture, teaching aids are maintained by the respective departmental cleaning staff & the whole procedure is supervised by a dedicated person of the department. He/She must ensure that the classrooms have adequate furniture, tube/LED lights, multiple electrical points, and uninterrupted electrical supply. Sanitization inside and outside classrooms is done thrice in a week under the supervision of Proctor. In case of any damage or loss of goods, it should be immediately reported to the maintenance section. The Head of the department supervises the whole process once a week and act accordingly.

#### **Maintenance of Laboratories**

The faculty members, lab assistants are assigned to supervise proper utilization of lab equipment in respective laboratories. Appropriate timetable is maintained for the exact utilization of the laboratories. Stock Registers are updated in each laboratory to track the condition of the lab equipment under the supervision of respective lab assistants in each department & annual stock



verification is done by the committee constituted by the Registrar. Sanitation inside laboratories is done twice in a week.

### **Maintenance of ICT facility**

The CCTV, Biometric Devices, Public Address System, in addition to the Audio-Visual Aids, is to be maintained by the skilled technical staff appointed by the college. Campus Wi-Fi is maintained by the center as well. To minimize e-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Dedicated person is always assigned to control the whole procedure.

### **Maintenance of Sports and Games Facility**

The sports equipment, fitness equipment, ground and various courts in the campus are supervised and maintained by maintenance staff. Ground level maintenance is done annually during vacation period in addition to the seasonal maintenance done in every four months. Updating of Stock register is done under the controlled person's supervision. Common room & TT room are cleaned & sanitized once a week.

### **Maintenance of Campus Cleanliness**

Maintenance Staff are allotted to clean & maintain the college campus & toilet in regular interval. One supervisor is appointed to supervise all the cleaning activity in the college. If any problem arises related to cleanliness, then a report is propelled to the supervisor & action is taken accordingly.

### **Maintenance and operation of Seminar Halls and Auditorium**

Seminar halls and auditoriums are utilized effectively for organizing academic meetings, seminars, conferences, and cultural events successfully. For accessing the facilities, the organizing faculty/staff members submits a requisition form through HOD and the date of event is registered, and the halls are accessed on priority basis.


### **Maintenance of Computer Laboratories and Network**

The laboratories must be utilized for academic and research purposes like conducting online classes, quizzes, tests and assignments for different courses. Dedicated persons check the computer connection & internet facilities at regular intervals. Internet and Wi-Fi facilities for the entire campus are also maintained by skilled technicians appointed by the college for providing uninterrupted service.

### **Maintenance of Library**

Online catalogues must be updated with every new procurement. The books must be organized subject-wise and table with clear labeling and numbering systems for the easy access of the users. The racks and furniture in the reading hall are always kept clean. Library reading section is opened for all 24hours \* 7 days. So students can access the library on weekends also. In case of any loss or damage of the book one should have to bear the cost of the book.



  
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