



Rashtriya Shikshan Mandal's
**Chetan Dattaji Gaikwad Institute of
Management Studies**

25 Karve Road, Ayurved Rasashala Campus, Pune -411004.

(Affiliated to Savitribai Phule Pune University, Approved by AICTE New Delhi and DTE Maharashtra)

4.4.2 Maintenance Procedure:

Chetan Dattaji Gaikwad Institute of Management studies (CDGIMS) maintains physical and academic facilities for effective teaching and learning. The computer systems and other sensitive equipment (servers, Projectors, Printers, Scanners, photocopy machines, Bio-metric machines) are provided with generator backup system to avoid any damage during power outages. CDGIMS provides UPS backup to server and some Important machines.

Chetan Dattaji Gaikwad Institute of Management studies has installed 20 KVA generator and UPS The institute has provided sufficient generator, enough batteries for backup and proper earthing connection to ensure safe power source. The UPS batteries are regular checked. The servicing of diesel generator is done twice in a year for effective functioning The institute has entered into on annual maintenance contract (AMC) with Omkar Engineering for the same.

The housekeeping work is done by an in house peon and some external cleaning work outsourced to our Ayurveda rasashala contract labor which takes care of cleaning work of complete building.)

1.CDGIMS follows a standard operating procedure for maintenance of the instruments and equipments. SOP is as follows: 1. Anyone in need of repair and maintenance work registers their complaint in the office giving the details of the maintenance required. 2. The office then informs of the requirements to the registered vendor (name saitrix services) 3. Technician visits the site and completes the maintenance as required. 3. Head of IT department signs after the Job Completion. 4. Bill is generated and processed through the concerned authorities and forwarded through for final payment. (Entered in to annual Maintenance Contracts for computer related repairs and maintenance, Drinking water cooler maintenance, power backup systems, fire extinguishers and pest control of the Building.

The institute maintenance policy and procedure is applicable to usage of both Physical Academic and the support facilities. The physical facilities include classrooms and computer labs etc. The Institute classroom infrastructure is regularly used by institute during its teaching schedule and after the semester period is over it is made available for conducting the exams of SPPU. The maintenance and classroom cleaning responsibility is shared by the administrative staff and housekeeping staff appointed by the institute. The institute has appointed the separate housekeeping staff to clean and maintain toilets The institute has adequate number of the computers with internet connections and the required utility software's at all working places such as office, library, placement cell, staff rooms etc. Every year The institute renews the all softwares like Microsoft Campus agreement, Tally. The computer lab has LAN facility open for the students according to their lecture schedule. All the office computers are also connected through the LAN which makes work easier and systematic. LAN facility is available on library computers along with Vriddhi software. Every faculty and staff has computer with internet at their desk. The institute website is maintained and updated regularly.

The institute has allotted facility to support student's academic and professional development through state of art infrastructure. All Plumbing and electrical and civil maintenance is taken care with the help with locally available skilled personnel's. The institute regularly purchases machines and equipments according to the needs to provide physical and academic support. The institute follows a standard operating procedure (SOP) for the same which is as follow:



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- Submission of requirement in the form of a proposal
- Evaluation by Management Committee • Approval by the Academic Director
- Call for quotations and verification of prices and availability of the items
- Approval from the Management
- At the end of financial year stock verification is undertaken for various departments and a detailed report is compiled. Based on this policy the perspective plan for the maintenance, repair, writing off and purchase of relevant infrastructure facilities is formulated.
- The Institute Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure.

Overall maintenance of the institute's infrastructure is handled by dedicated staff. IT head of the institute looks after the computer labs and Language Lab Computer hardware maintenance and software update is carried at regularly. Admin department maintains a dead stock register and conduct annual stock checking of their respective departments.

To promote students for sports, CDGIMS sports in charge regularly encourage students to participate in sports activities, along with. Sports equipment for indoor and outdoor activities are serviced regularly The institution has a well-maintained infrastructure for sports like cricket, basketball, volleyball, throw ball and badminton.

The Institute has outsourced 24x7 security contract for the Campus along with provision of lady watchman. These personnel ensure entry of genuine students, staff, guests and visitors by proper checking at each entrance point visitors are issued a gate-pass which needs to be signed by the person he/she intends to visit.

Tie-ups with service providers ensure infrastructural up gradation.

The critical equipment of electricity, generator, water pumps, etc. has been installed outside the Institute building to avoid any accident.

Fire Extinguishers have been installed at identified location they are regularly maintained at identified locations.

Safe and Clean Drinking Water is ensured through ROs and Water Coolers and they are regularly (once in 15 days) cleaned by professional person.

The institute does pest control Once in six months to keep the premises healthy and hygienic. The institute has hired gardener on contract basis who takes care of the entire garden and plants in the premises. He comes once in a week and in charge of all the gardening activities such as spraying pesticides, providing fertilizers, cutting of unwanted weeds grass etc.

The Institute conducts complete inspection and verification of dead stock at the end of every year. Emergency repairing work is done through local agency. Requirement of financial resources for maintenance and upgrading of existing facilities are prepared and presented to trust. The civil and electrical work is monitored and maintained by the trust.




DIRECTOR
Chetan Dattaji Gaikwad Institute of
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