MAINTENANCE POLICY
K.K.Wagh Education
Society's

K. K. WAGH K.K.WAGH INSTITUTE OF
PHARMACY, PIMPLAS

Preamble: -

The institute is continuously involved in procuring equipments and upgrading the infrastructure. Maintaining this infrastructure in proper condition is very essential. The institute has entrusted the responsibility of maintaining the infrastructure to the concerned sections.

Objectives:
- To maintain the well-equipped laboratories of the institute.
- To maintain the state of the art Central Library.
- To maintain ICT enabled classrooms, seminar halls and faculty rooms.
- To carry out the maintenance work of buildings with minimum disturbance to the stakeholders.
- To create additional facilities for fulfilling the requirements from time to time.
- To maintain IT Network and CCTV cameras in building premises.

1. Maintenance of Civil Infrastructure:

Construction and Maintenance unit of the K. K. Wagh Education Society takes care of maintenance of all buildings in the campus. This includes civil work modifications, building repairing, repairing and maintenance of internal roads, plumbing, colouring etc. This unit prepares estimate of the proposed work and obtains approval from management. Small repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. Construction and Maintenance unit also monitors housekeeping and cleaning of water tanks and sanitary blocks. An external agency is appointed for cleaning of all water tanks of the campus on contractual basis.

2. Maintenance of equipments, electrical items, fire system and water supply:

1. The maintenance and repairing of the equipments is done by the respective departments with the help of technical assistants and services of external agencies are also hired for major and critical troubleshooting. Each department of the institute carries out the maintenance and calibration of the equipments and measuring instruments periodically.
2. Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to System Analyst. In case the problem still persists, the same is referred to the outside vendor. The payment of the vendor is made after the vendor resolves the issue and provides the "Customer Service Report" duly signed by the concerned department/ section.
3. The maintenance of all the electrical works in the campus is taken care by maintenance wing of department of electrical engineering. Adequate numbers of UPS are installed in institute to ensure uninterrupted power supply for all computers and electronic equipments.
4. The fire safety system has been installed in the institute according to IS 14435:1997 norms. Fire Hydrant systems and alarm systems are in service since 20/09/2017. To store and supply water, One underground water tanks (with a total capacity of 75000 liters) and 3 elevated water tanks (with a total capacity of 5000 liters) are in use in the campus. One pump is installed to pump the water from underground water tanks to elevated water tanks. Water coolers and water purifiers are installed in every floor of the institute for safe drinking water. Maintenance of the water coolers and purifiers is carried out from time to time.

3. Garden Section:

Gardening section has been established to maintain the campus green and nature friendly. The plants and lawns are irrigated through well designed irrigation system. Necessary equipments, fertilizers and plants are purchased from time to time. Cleaning of campus is done by contractual

labour.

4.   Furniture and maintenance:

A separate team has been appointed to prepare furniture and related maintenance for the institutes run by K. K. Wagh Education Society. This unit works under the control and supervision of Workshop Superintendent of the Engineering Institute.

5.   IT Network:

All computers in the institute premises have been connected by LAN. The IT cell maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute. Guest login can be provided to the departments / sections on request. This cell also looks after the installation and maintenance of CCTV cameras in the institute premises.