

People's Education Society's (Mumbai)  
**P.E.S. College of Engineering, Aurangabad**

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**Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

Adequate in - house staff is employed to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener. Considering the huge infrastructure of our institute it was found necessary to deploy an external agency for the work of Housekeeping. Electrical maintenance is done in house. Maintenance engineer for civil works is appointed. The campus maintenance is monitored through surveillance Cameras.

**Laboratory:** Institute has well equipped laboratories to meet the requirement of the syllabus of the affiliating university. Lab assistance looks after the maintenance of equipment. Lab in charges looks after the smooth functioning of the equipment. If the equipment is nonfunctional or not working properly, same is intimated to the concerned HOD. The HOD then in consultation with the Lab in charge and Lab assistant looks into the maintenance of the equipment at institute level. If the equipment is non repairable at institute level, then with permission of the Principal, external vendors or suppliers are called for maintenance of the equipment. Each lab in charge maintains dead stock of the equipment. Dead stock verification is done in every semester. The cleanliness in the laboratories is maintained with the help of support staff.

**Library:** Librarian and library support staff look after the library facilities. After getting the requirements of books from every department, books are ordered as per the standard guidelines. Library staff ensure that all records must be maintained properly. Access timings of the Library is 10.30am to 5.30pm and during Exam it is 8.30am to 12 Mid Night. Library provides quality ambience for work and study. Book bank facility is given to all the students. Internet facility is given for staff/student Reading room facility is available It stores previous year questions papers as a reference for students and teachers and also it stores previous year questions papers as a reference for students.

**Sports:** Indoor and Outdoor sport facilities are available in Institute. The Students utilize sport facilities regularly and during annual social gathering. The sports in charge looks after the sports activities of the students. Regular maintenance of the Volley Ball court, Gymkhana and Basketball court in college premises is done by the sports in charge in consultation with the respective coaches.

**Computers:** For maintaining the computer infrastructure the institute has appointed System Administrator and support staff. They look after the day to day problems of computers and networks and external vendors are called for major problems. The computer infrastructure is upgraded time to time after receiving the requirement from respective departments.

**Class Rooms:** Institute has sufficient number of class rooms, Seminar Halls and Drawing Halls. These are maintained regularly through concerned support staff.



  
Principal  
P.E.S. College of Engineering  
Aurangabad.