

Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S®

SINHGAD LAW COLLEGE

Approved by Bar Council of India, Recognized by Govt. of Maharashtra and
Affiliated to Savitribai Phule Pune University
Accredited by NAAC with 'B' Grade
(Regd. No. MAH/7199-93/Pune dt. 6/7/93 & F-8282/Pune dt. 12/8/93)

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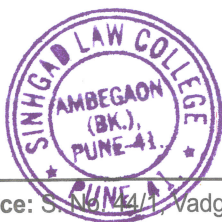
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PRINCIPAL

Maintenance policy of Physical, Academic and Support Facilities

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-Library, Sports complex, Computer Lab, Classrooms and Seminar Hall etc.

1. Sinhgad Law College is located in the STES Ambegaon campus, Pune. Like all STES campuses, this campus also has a central department known as estate office. It is assigned the responsibility of providing and maintaining the common facilities required by the individual college in the campus. It includes all the common amenities and support systems such as road/ parking, water, electricity, power back-up, internet, sanitation and green initiatives, sports ground, cultural centre, gym, shopping complex, student's activity centre and securities. Sports/ recreational facilities are available like cricket ground, cultural centre, swimming pool, football ground. Student activity centre is a facility available where indoor games are made available such as chess, carom, gymnasium and yoga centre and other. Full time staff is appointed by the management for the estate office with the duties assigned separately which is monitored by the Estate Manager and controlled by the Campus Director. These common expenses are equally shared by all the colleges/ institutes in the campus. The waste management, gardening is outsourced to some external agencies which help to provide the clean and green ambience of the campus.
 2. Equipments and instruments involved in the teaching-learning process require continuous maintenance and repair. The dead stock register is maintained in the Administrative office for equipments available in the college.
- Maintenance of Infrastructure - The infrastructure maintenance includes civil, plumbing, electrical, furniture repair and other is done by estate office as and when required. The Advanced and Expensive Equipments are maintained by Annual Maintenance Contract (AMC)
 - Computer - Computers are monitored and maintained time-to-time. AIR Databases are subscribed by the Library which can be access by the students and staff from anywhere with User id and password. Separate entry register is maintained for users in the computer lab. All computers and peripherals are checked by respective technical assistant for any problem. The software updates and ICT tool and internet related problems are resolved from the respective service providers.




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- Library- Library holdings consisting of books and journals require a separate treatment and maintenance like binding. These services are outsourced to the specified agencies. Integrated Library management software is being used for the Library Cataloguing and Circulation. A separate user register is maintained in the Library. A Library Committee has been formed for the proper maintenance and updates of the Library. The stock verification is done as a part of regular maintenance. We have the Online Public Access Catalogue (OPAC) through which it is become easy to find availability of any books/ catalogue. Our Library is well equipped with the update textbooks and Reference Books.
- Classrooms, seminar hall- Our College have classrooms, seminar hall and staff room. Classrooms and seminar hall are provided with sufficient sitting capacity, LCD Projectors.
- Drinking water- The quality of drinking water is tested time-to-time. Overhead water tanks are cleaned by Estate Office periodically
- The fire extinguishers are refilled timely.





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MAINTENANCE POLICY OF THE CAMPUS INFRASTRUCTURE


SR.NO	Campus facilities / infrastructure	Maintenance details/ policies
1.	Cleaning of campus premises	<ul style="list-style-type: none"> • STES Ambegaon/Vadgaon campus premises are cleaned on daily basis. • Campus has waste-bins placed at different locations. • Everyday collected waste is separated in dry waste and wet waste. Further it is properly disposed. (PMC)
2.	Roads in campuses / Civil works	<ul style="list-style-type: none"> • All roads in campus are tire road with concrete footpath. • All roads are cleaned on daily basis. • Any observed potholes and cracks on footpaths are repaired and maintained by civil department of Estate office. • All the maintenance and repair works supervised by civil department of estate office.
3.	Electrical Maintenance	<ul style="list-style-type: none"> • Electrical maintenance covers all aspects of testing, monitoring, fixing, and replacing elements of an electrical system. • Electrical maintenance covers following areas <ul style="list-style-type: none"> – Electrical connections and supply – Electrical machines – Generators / Power backup – Lighting systems – Surge protection – Transformers. – Preventative electrical measures • Electrical maintenance works performed by electrical department of estate office.
4.	Water Purification	<ul style="list-style-type: none"> • STES campus is provided with huge water purification plant. There is separate department for water purification. • Water tank cleaning is carried out two times a year with the help of mechanical dewatering, high pressure and vacuum cleaning, antibacterial spray and U.V radiation • All the maintenance and repair works of water purification plant and STP is supervised by the by estate Supervisor




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5.	Sewage Treatment Plant (STP)	<ul style="list-style-type: none"> • Campus has Sewage Treatment Plant (STP) for recycle and reuse of water. • Sewage treatment plant process includes sewage treatment on primary, Secondary or biological and tertiary treatment process to improve quality of wastewater for recycle. • Treated water is used for watering of garden.
6.	Waste disposal	<ul style="list-style-type: none"> • All the waste of campus is collected on daily basis by the sweepers and collected waste is handed over to Pune Municipal Corporation (PMC)
7.	IT facilities (Internet, software's) and Phone	<ul style="list-style-type: none"> • All the IT facilities purchased, maintained and repaired by central IT department (IT Dept. SCOE). • All broadband services to each colleges are distributed and maintained by IT department. • Purchase, updation and installation of essential software's (windows, MS office, quickheal) are performed by technicians of IT department. • Campus has separate server room which maintains all internet related issues (namely updation, maintenance, repair and installation) • Whole campus is connected with intercom for smooth and rapid communication. • Problem related to Phone/ intercom are repaired and maintained by estate office.
8.	Grounds, Gardening and lawns	<ul style="list-style-type: none"> • The ground man are engaged with rolling of pitches, makings of the grounds. • Gardening workers are engaged for grass cutting, watering and cleaning of grounds (Cricket, football, etc.) • Gardening and watering of lawns and plants present in the campus performed by housekeeping / gardening contractor. • Civil department of estate office keep monitoring on maintenance and repairing of Grounds, Gardening and lawns.
9.	Sports complex/ indoor sports room	<ul style="list-style-type: none"> • STES Ambegaon/Vadgaon campus is provided with central indoor sports rooms for students. • Sports room is cleaned on the daily basis by appointed sweepers. • Cleaning and oiling of equipment are properly carried out. • Entry and exit records of students are properly maintained by appointed staff.




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10.	Campus security	<ul style="list-style-type: none"> • STES Campus Security team works around the clock to protect the well-being of students, faculty, staff and visitors. • Security staffs are appointed for campus security with the security officer, CCTV technician, security inspectors, gunman/ commando, security guards) • Whole STES Campus is under CCTV surveillance.
11.	Hostel (Boys and Girls)	<ul style="list-style-type: none"> • Warden-in-charge has the overall responsibility for all aspects of management of hostels, including maintenance and discipline in the hostels. • Hostel facilities namely electricity, water supply, pest control, intercom etc are repaired and maintained time to time by designated departments of estate office. • Separate complaint register for room facilities are maintained by warden and then processed to estate office. • The caretaker is responsible for daily maintenance of hostels and other tasks assigned from time to time. Hostel rooms, -passages and terrace are cleaned on daily basis by appointed sweepers. • Students complaints are solved by hostel warden. • Late entry / change of room are maintained by hostel warden. • There is a Hostel committee for boys hostel and girls hostel.
12.	Mess facilities	<ul style="list-style-type: none"> • In STES campus there are total 13 messes (7 girls and 6 boys) with good food quality. • Mess cleaning and mopping carried out on daily basis by appointed workers by mess contractors. • There is a mess committee to inspect and maintain the quality of food. • Mess inspection: An appointed mess supervisors checks the food quality, cleaning and feedback on daily basis. • Mess change process: If students are not satisfied with the mess food he/ she can change the mess by filling mess change form. • Waste food is properly disposed by mess contractors.




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