



KONKAN GYANPEETH COLLEGE OF ENGINEERING KARJAT

(Approved by A.I.C.T.E. - New Delhi & DTE Govt. of Maharashtra State,
Affiliated to University of Mumbai)

📍 Konkan Gyanpeeth Shaikshanik Sankul, At. Vengaon Road, Dahivali / Parade,
Post - Tiware, Tal - Karjat, Dist.Raigad 410201 M.S.(India)

☎ Tel : (02148) 22 25 80 / 22 37 68

✉ Email : kgce@vsnl.net, kgce2009@gmail.com website : www.kgce.edu.in

Smt. Anupama Dharkar Wangdi
Chairperson

Capt. Sariputta Wangdi
Vice Chairman

Shri P. V. Shringarpure
Secretary & CEO

Shri. Z. A. Dabhiya
Treasurer

Dr. M. J. Lengare
Principal

Date: 16/08/2018

Maintenance Methodology

The institute has developed a standard methodology for utilization & maintenance of all physical, academic & support facilities available in the campus.

Laboratories (All Labs & Computer Center)

- 1.All labs in the institute are administered by department wise Laboratory In-charge (a faculty).
- 2.In case of any maintenance/repairs, the Subject Teacher has to inform the concerned Lab In-charge in written about the specific maintenance/repair needed for the equipment/instrument.
- 3.The lab In-charge has to forward the application to Principal through Head of respective Department.
- 4.Upon evaluating the specific problem, Principal forwards the application to Institute Maintenance Committee.
- 5.Institute Maintenance Committee takes corrective action for minor maintenance/repairs. In case of problem which is out of scope of In-house Maintenance Team, a vendor is appointed to resolve the same by calling quotations and further decision is made by Institute Level Purchase and Procurement Committee in consultation with management.

Utilization of support facilities:

- 1.Requirement of the particular facility (e.g. seminar hall, laboratory, class room etc.) is to be forwarded by Head of Department to Principal/ Vice- Principal.
- 2.The Principal/ Vice-Principal directs concern support facility in-charge to verify the availability of the existing resource and need of the facility demanded and accordingly permits the usage of the same.

Sport / Ground Maintenance

- 1.A faculty has assigned the responsibility of Sports In-charge, who has to look sports accessories and supporting accessories of indoor and outdoor games.
- 2.The Sports In-charge has to issue all sports equipment with proper consultation with Principal and the Management. Maintenance of ground, sport kits and all consumable items are brought from outside vendor as per the requirement.



3. Instructor of Gymnasium takes care of equipments and if there is need of any maintenance/ repairs then outline maintenance procedure will be followed.

House Keeping of classrooms, laboratories and the entire institute campus

- Institute has in-house house-keeping team which looks after all the cleanliness of the classrooms, laboratories and the entire institute campus.

IT Facilities

- Institute has appointed dedicated team to maintain the IT facilities in the Institute which includes maintenance of computers, LCD Projectors, Printer, Scanner and other peripherals

Electrical Maintenance

- Institute electrical maintenance team takes care of all the electrical maintenance of the peripherals, equipments, infrastructure and power related resources available in the institute.

Garden

- Institute has employed a dedicated gardener who takes care of garden, lawn and the indoor plants placed at various locations in the institute.


Canteen

- Canteen committee is into functioning to take care canteen related issues including quality of food, price list, menu details and earmarked space for students, faculty and staff etc. This committee also makes frequent visits to canteen for ensuring good quality of food and service in canteen.

Hostel

- The institute is not having provision for hostel facility of its own but rented hostel facility for boys and girls students is available neighboring the campus to overcome locational disadvantage at affordable rate.




Dr.M.J.Lengare
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Maintenance Committee

The following Committee is constituted in context:

1. To arrange for maintenance of institute building, infrastructure, equipment, computer peripherals and other student support facilities.
2. To monitor and report maintenance activities of sub committees from under maintenance within the institute campus.
3. To adopt schemes for renovation if and when necessary.

Maintenance Committee

Sr. No.	Name	Designation	Post
1.	Dr. V.J.Pillewan	Vice-Principal (Academics) / Associate Professor	Co-ordinator
2.	Prof. V.K.Gajare	Assistant Professor	Member
3.	Mrs. J.V. Ranade	Office Superintendent	Member

Tenure:

The tenure of the members shall be Two years.

Frequency of Meeting:

The committee shall meet at least two times a year and whenever required.

Dr.M.J.Lengare

Principal

Encl : List of Sub-committees

Copy To: Management



List of Sub-committees under Maintenance

1. Electrification, Diesel, Generator Maintenance, Power Backup etc.

Sr. No.	Staff Name	Designation	Post
1	Prof. G.V.Dakhave	H.O.D./ Assistant Professor	Co-ordinator
2	Mr. Nishchal Shinde	Electrical Maintenance Incharge	Member
3	Mr. Mahesh Shinde	Electrician	Member

2. Fire Extinguisher, Water Cooler, Air Conditioner, Water Purifier, First Aid etc.

Sr. No.	Staff Name	Designation	Post
1	Prof. P.H. Nerpagar	Assistant Professor	Co-ordinator
2	Mr. Sandesh Gawand	Laboratory Assistant	Member
3	Mr. Sanjay Tandel	Peon	Member

3. Computer & its Accessories etc.

Sr. No.	Staff Name	Designation	Post
1	Prof.J.P.Patil	H.O.D./ Assistant Professor	Co-ordinator
2	Mr.Anil Bhoir	Comp. Programmer	Member
3	Mr.Bhushan Bhoir	Laboratory Assistant	Member

4. UPS, Battery, LCD, OHP etc.

Sr. No.	Staff Name	Designation	Post
1	Prof. S.S.Giri	Assistant Professor	Co-ordinator
2	Mr. Kiran Patil	Laboratory Assistant	Member
3	Mr. Sachin Lad	Laboratory Assistant	Member

5. Gym., Ground Maintenance & Student Healthcare

Sr. No.	Staff Name	Designation	Post
1	Prof.S.J.Karjatwala	Assistant Professor	Co-ordinator
2	Prof.P.D.Pulekar	H.O.D. /Co-sport In-charge	Member
3	Prof.Mrs.A.J.Panchal	Assistant Professor	Member
4	Mr.Sumit Prabhale	Male Student Representative	Member
5	Ms.Prajakta Jagtap	Female Student Representative	Member



6. E- content Development & Maintenance Website Development Committee

Sr. No.	Staff Name	Designation	Post
1	Mrs.Swati Dalvi	Computer Programmer	Co-ordinator
2	Prof.Amol Londhe	Assistant Professor	Member
3	Prof.A.L.Lohana	Assistant Professor	Member
4	Prof.Y.B.Salve	Assistant Professor	Member

7. Laboratory Equipment/ Class Room Maintenance

Sr. No.	Staff Name	Designation	Post
1	Prof.P.K.Nakade	HOD Instrumentation Engg. Dept	Co-ordinator
2	Prof.G.S.Darvankar	HOD Production Engg. Dept.	Member
3	Prof.K.N Chaudhari	HOD Mechanical Engg. Dept.	Member
4	Prof.P.D.Pulekar	HOD Computer Engg. Dept.	Member
5	Prof.G.V.Dakhave	HOD Elect. & Telecom Engg. Dept.	Member
6	Prof.J.P.Patil	HOD I.T. Dept.	Member
7	Prof.D.J.Keskar	HOD Sci. & Hum. Dept.	Member

8. CTV, Wi-Fi, Internet, Network Maintenance

Sr. No.	Staff Name	Designation	Post
1	Prof.P.M.Bhoir	Assistant Professor	Co-ordinator
2	Mrs.Swati Dalvi	Computer Programmer	Member
3	Mrs.Archana Gangawane	Lab. Assistant	Member

9. Infrastructure Maintenance (Building, Paintings etc.)

Sr. No.	Staff Name	Designation	Post
1	Prof.P.K.Nakade	H.O.D./Associate Professor	Co-ordinator
2	Mr.Sandeep Lad	Jr.Clerk	Member

10. Scrap Utilization

Sr. No.	Staff Name	Designation	Post
1	Prof.G.B.Mudholkar	Lecturer	Co-ordinator
2	Mr.Sandeep Lad	Jr.Clerk	Member
3	Mr.V.B.Lad	Machinist	Member



11. College Seminar, Other Seminar Hall Data Updating and its Maintenance

Sr. No.	Staff Name	Designation	Post
1	Prof.D.D.Kulkarni	TPO/ Associate Professor	Co-ordinator
2	Prof.V.M.Kharche	TPO/ Associate Professor	Member
3	Mr.Sandeep Jaware	Jr.Clerk	Member
4	Mr.Narendra Gholap	Lab. Attendant	Member



Dr.M.J.Lengare
Principal