



P. R. PATIL COLLEGE OF ARCHITECTURE

Pote Estate, Kathora Road, Amravati (M. S.)

Ph. No. 0721 – 2970435 Fax No. 0721- 2530341

E-mail : prparchitech@gmail.com,

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

P.R.Patil College of Architecture has a dedicated Administrative & maintenance department responsible for overseeing the maintenance of buildings, class rooms, laboratories, cafeterias, sports facilities, utilities, garden etc. A maintenance committee is constituted which oversees the maintenance and upkeep of the physical infrastructure, facilities, green areas etc.

We have qualified and skilled manpower for civil work, electric work, plumbing, carpentry work, horticulture etc.

The institution has adopted the systems for maintaining the physical, academic and support facility- Laboratories, workshop, Library, Sports area, Computers, Classrooms etc.

- Maintenance request is initiated by the respective Lab in-charge.
- Request is sent to central college committee after approval from Principal's office.
- Central college committee decides whether the work shall be allocated to internal maintenance team or shall be executed through external third party vendors.
- Quotations are called upon by third party vendors and finalized after scrutiny by central committee.
- Maintenance works are executed which are checked by concerned lab in charge and bills are processed by administrative department.
- The lab in -charge or the concerned teacher/staff maintain the record of equipment, any other material and furniture of the lab.

There are various college level committees which look after the proper utilization and maintenance of the infrastructure and supporting facilities like Library management committee looks after the maintenance of the library. Likewise, there are different committees and their maintenance policies are framed and presented here.


Principal
P.R. Patil College of Architecture
Kathora, Amravati.



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Laboratory Maintenance:

Each laboratory has its in-charge/concerned faculty to look after the regular maintenance and procurement requirement of the lab. As and when required, lab in charge issues a maintenance request and the purchase committee based on the request, equipment maintenance work is assigned to the regular approved agency. The list of the equipment in laboratories is continuously updated as per requirements. Proper working of the lab and proper utilization of the equipment are ensured by laboratory in charge, along with laboratory assistants.

Library Maintenance:

The Library is continuously updated in terms of latest books on architecture and allied subjects, journals and e-content. Regular exhibitions are held for the purchase of the new books. Library in charge periodically inspects the condition of the books and identifies the maintenance required.

Maintenance of sports Facility :

Sports teacher and Activity in-charge of the institution look after the sports and cultural activities. Annual sports and cultural events are organized and students are continuously motivated and encouraged to participate in these activities .

Maintenance of Computers:

Computer lab and other computer hardware and software are maintained either by In-house team or Third party experts through Annual Maintenance Contract (AMC). Computer lab in charge looks after the maintenance of the lab facilities. Anti-virus software is installed in few computers of the lab and in computers of administration area. The graphic software classes are conducted in the lab in batches and it is adequately equipped with required software.

Maintenance of Institute Infrastructure:

The general maintenance of the infrastructural facilities including classrooms, laboratories, library, admin areas, garden, parking and other areas is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee. Some external agencies and non-teaching staff are also involved in the maintenance. Security of the campus is assigned to external agency.

Maintenance of garden:

A gardener is appointed to look after the garden and landscaping areas. The general maintenance of garden is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee.

Maintenance of Website :

Third party agency is appointed to look after the maintenance of Institute official website.


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!! SHREE GAJANAN MAHARAJ PRASANNA !!

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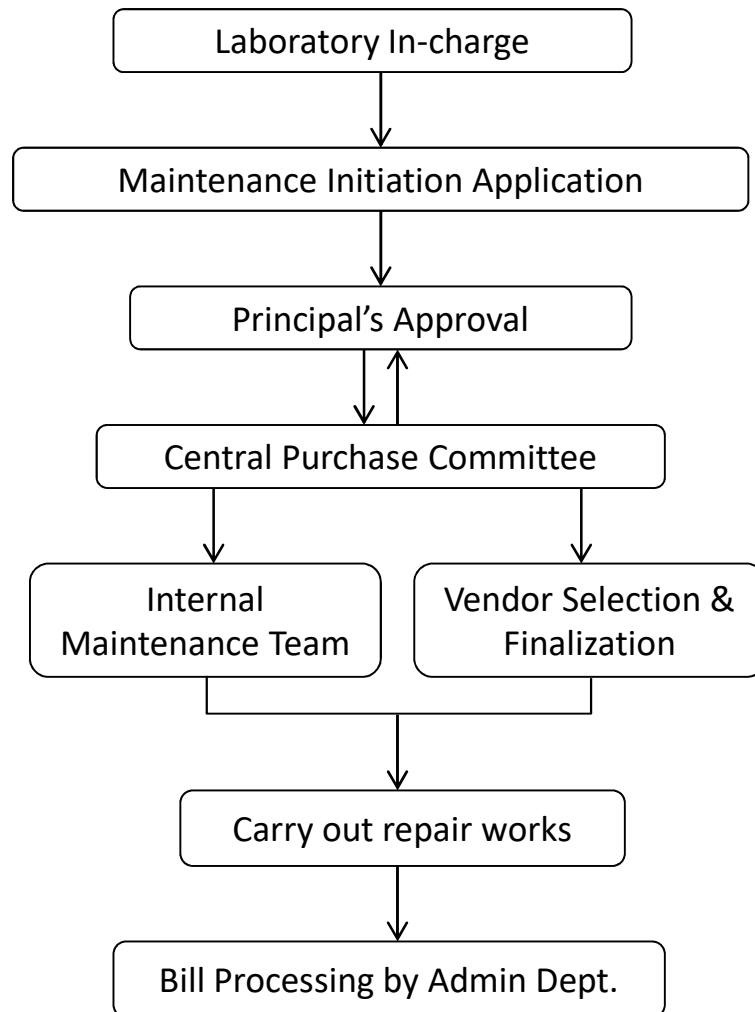
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1. Laboratory Maintenance :

Each laboratory has its in-charge/concerned faculty to look after the regular maintenance and procurement requirement of the lab. As and when required, lab in charge issues a maintenance request and the purchase committee. Based on the request, equipment maintenance work is assigned to the regular approved agency. The record of the maintenance of all the equipment and related records are maintained in the history card of the equipment.

Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of laboratory equipment.




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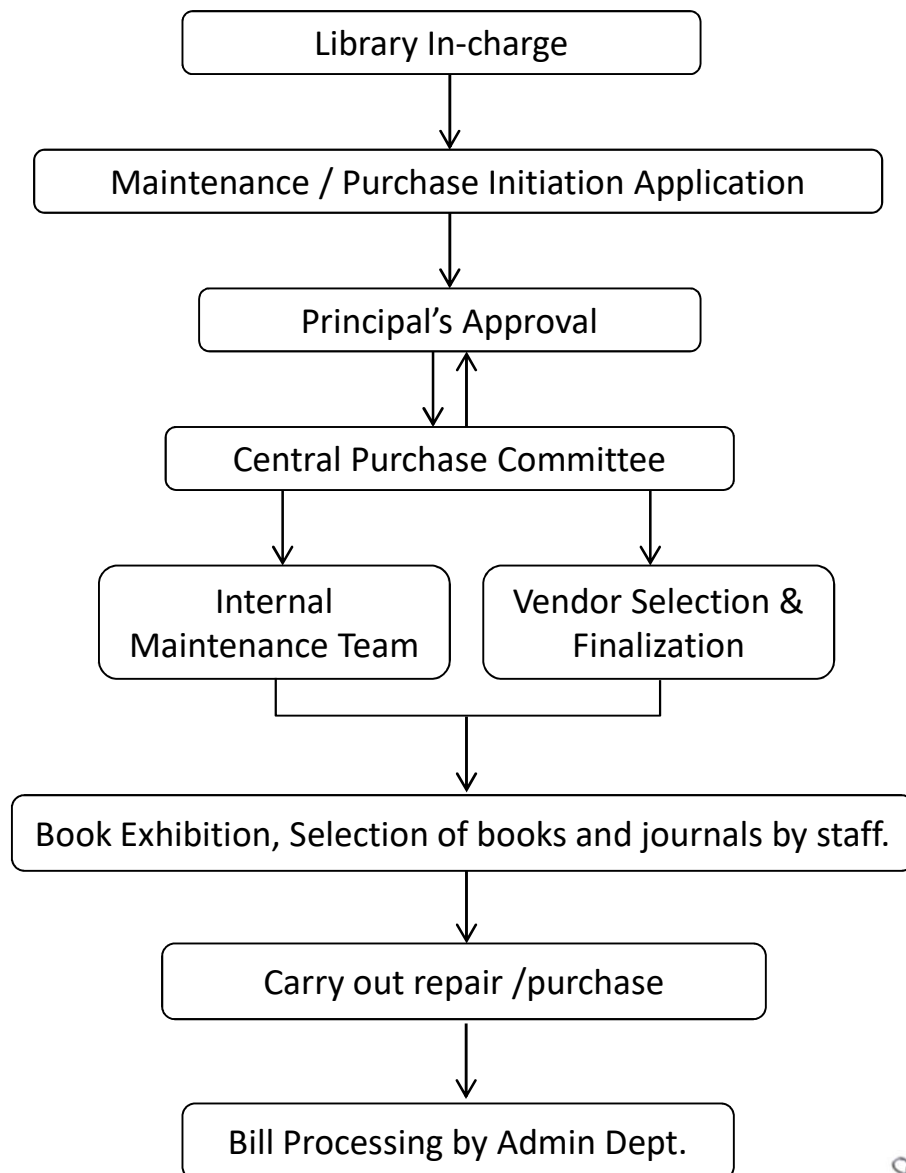
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2. Library Maintenance:

The Library is continuously updated in terms of latest books on architecture and allied subjects, journals and e-content. Regular exhibitions are held for the purchase of the new books. Library in charge periodically inspects the condition of the books and identifies the maintenance required. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of Library.




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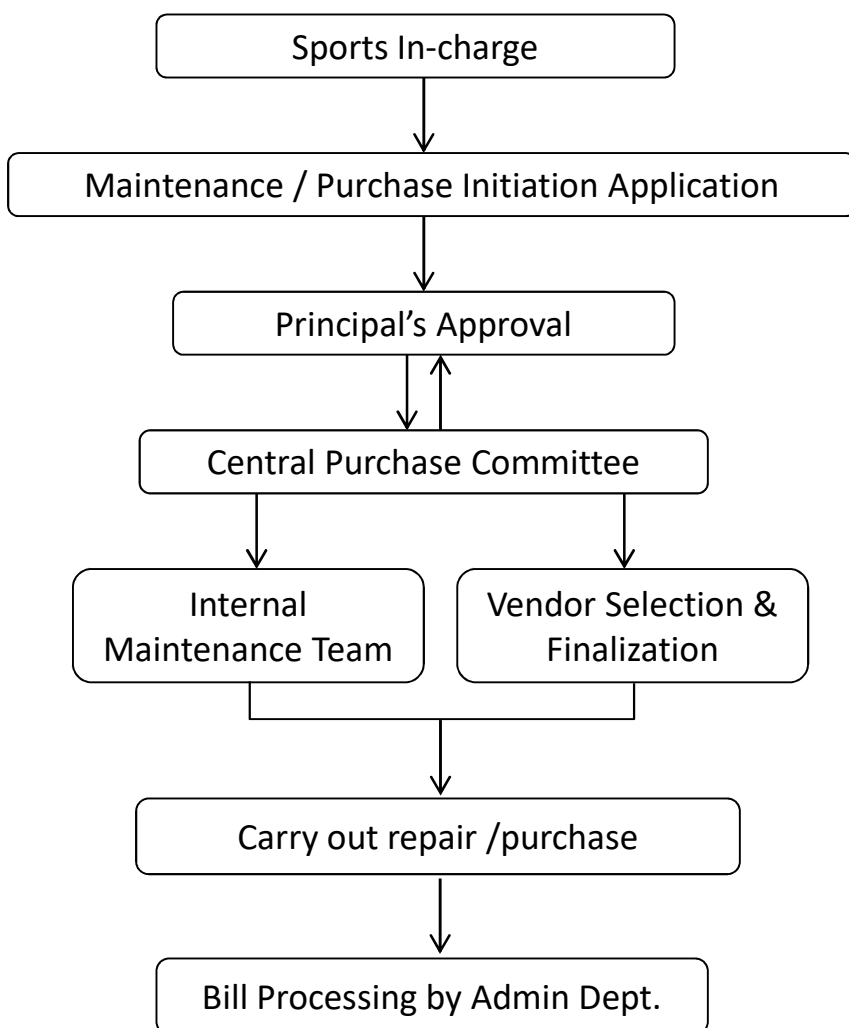
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3. Maintenance of sports Facility:

Sports teacher and Activity in-charge of the institution look after the sports and cultural activities. Annual sports and cultural events are organized and students are continuously motivated and encouraged to participate in these activities. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of sports facilities.

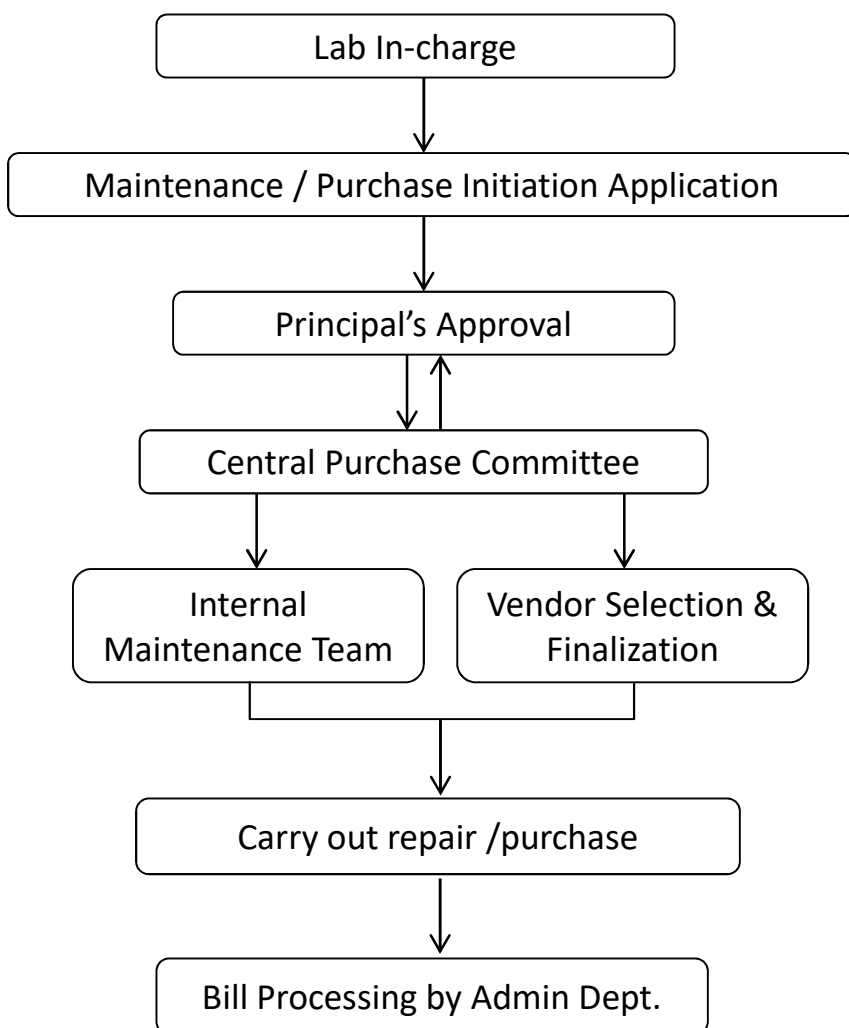



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4. Maintenance of Computers & IT Facility:

Computer lab and other computer hardware and software are maintained by Third party experts through Annual Maintenance Contract (AMC). Computer lab in charge looks after the maintenance of the lab facilities. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of computers.





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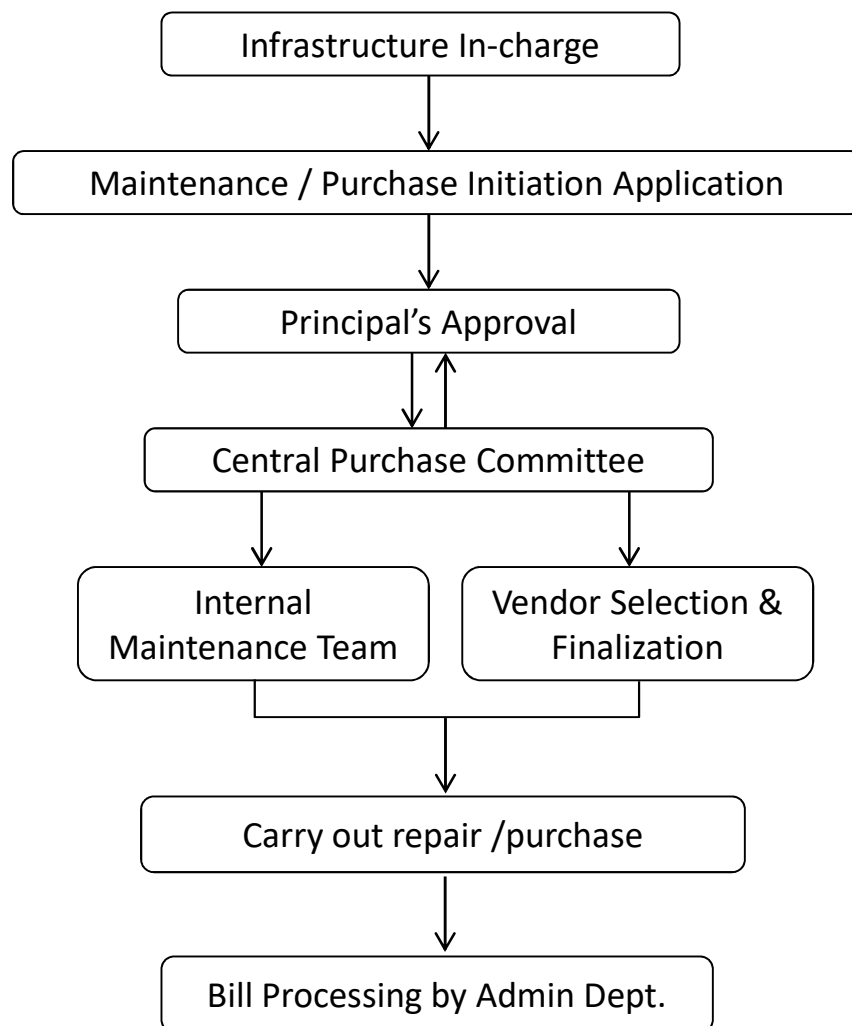
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5. Maintenance of Institute Infrastructure:

The general maintenance of the infrastructural facilities including classrooms, laboratories, library, admin areas, garden, parking and other areas is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of institute infrastructure.




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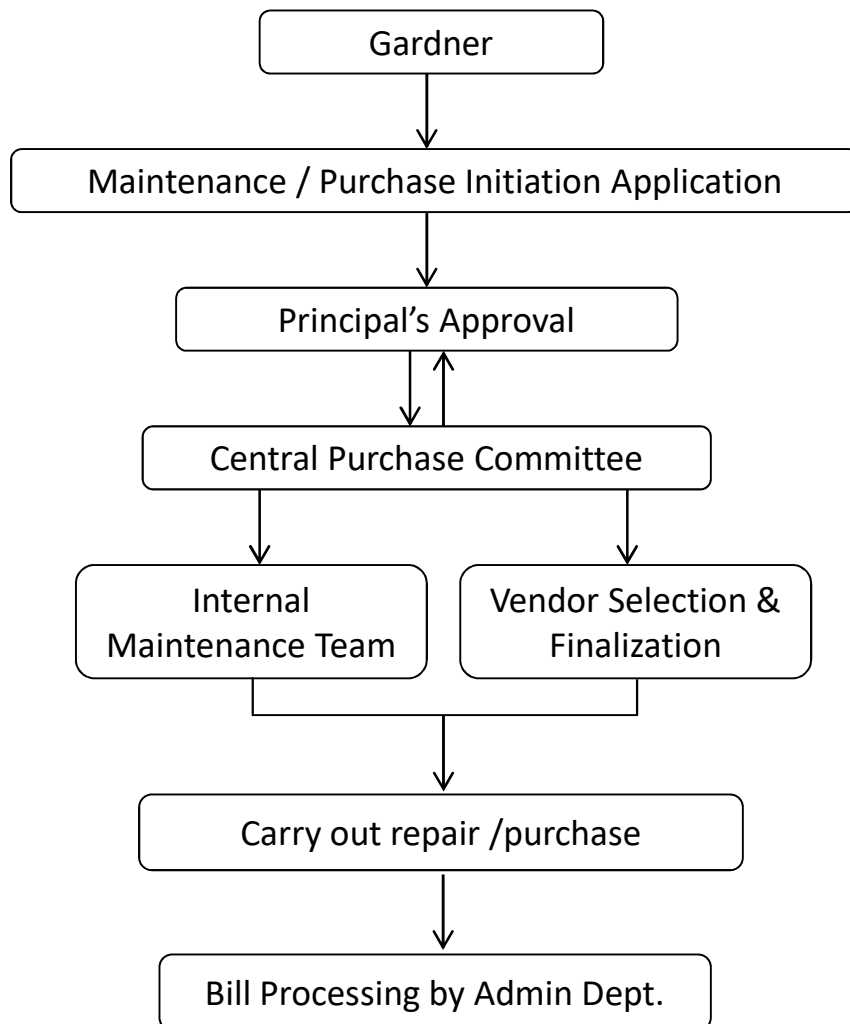
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6. Maintenance of garden:

A gardener is appointed to look after the garden and landscaping areas. The general maintenance of garden is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of garden and landscape areas..




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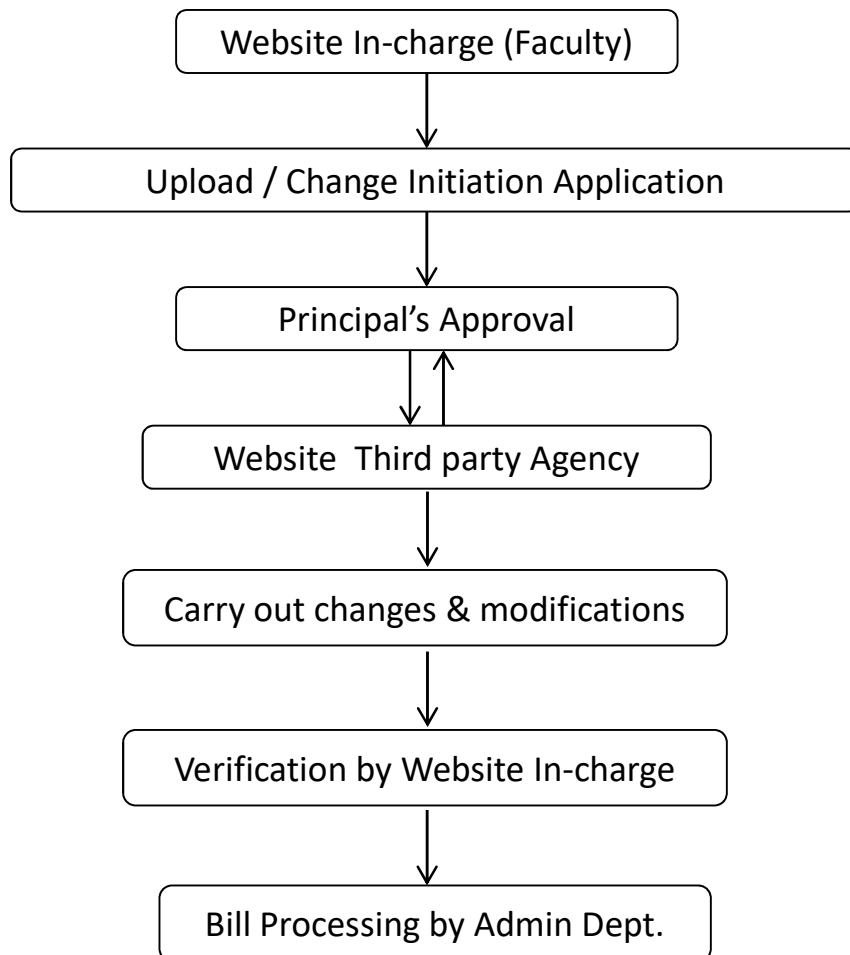
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7. Maintenance of Website

Third party agency is appointed to look after the maintenance of Institute official website. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of college website.




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8. Sample Documents

P. R. PATIL COLLEGE OF ARCHITECTURE
Pote Estate, Kathora Road, Amravati (M. S.)
Ph. No. 0721 – 2530089, 2530344 Fax No. 0721- 2530341
E-mail : prparchitech@gmail.com.

Ref. No. : _____ Date : 26/08/2019

To,

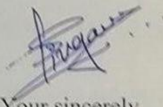
The Registrar,
PRPGEI

Subject : To repair project ..

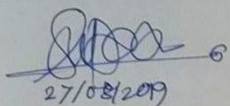
Respected sir


One of the projector of our institute is not working properly. So please look in it & repair the product as early as possible.

Thanking you


Your sincerely
Snehal Tingane (lab incharge)

Forwarded for needful


27/08/2019


Principal
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Ref. _____ Date :- 20/08/20

प्रति,

वर्कशॉप इन्चार्ज
पी. आर. पी. जी. ई.आय.
अमरावती

विषय : २ खुर्च्या (चेअर्स) दुरुस्ती बाबत. व शिरोक्षेत्र (निविन)

महोदय,

वरील विषयान्वये पी. आर. पाटील कॉलेज ऑफ आर्किटेक्चर या महाविद्यालयातील २ खुर्च्या (चेअर्स) तुटफुट झालेल्या असून त्या दुरुस्ती करिता आपणाकडे पाठवीत आहोत. तरी आपणास विनंती की सदर खुर्च्या दुरुस्ती करून देण्यात यावे अथवा चांगल्या २ चेअर्स देण्यात यावा करिता सादर.

लक्ष्मण शिरोक्षेत्र (निविन) देण्यात येते.

प्राचार्य
Principal
P. R. Patil College of Architecture,
Amravati.

दोन खुर्च्या मिळाल्या आहे.



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Ref. _____ Date : 13/03/2020

P. R. PATIL COLLEGE OF ARCHITECTURE
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Sub : Few urgent jobs to be attended in Architecture college.

Following jobs need immediate attention / repair on priority.

- 1) Studio 3 - Entrance Tiles broken, need replacement.
- 2) Tape rolls required for carpets of class room. Requirement given to stores. 6 nos.
- 3) Tables provided in class room but their locks are not in order. 55 nos.
- 4) Wall clock required for library. 1 no.
- 5) Table Tops to be fixed (Carpenter job) in studio 6 & 7, 6 nos..
- 6) Projectors are not in order needs immediate attention. 5 nos.
- 7) Door closer required. Requirement already given to stores a month back..
- 8) Seminar Hall, old library (class rooms) False Celing to be attended on priority.
- 9) Primer to required for Admin office furniture.
- 10) Wall cracks developed in Exam room. Girls common room & 5th year class. 3 rooms.
- 11) Few tube lights to be replaced. 4 nos.
- 12) Charging points to be provided for charging Lap Tops in studios & Staff room.

Requirement given to Stores.

It is requested that above jobs be attended on Priority.

Submitted for needful pls.

Principal / Registrar

O. A.

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Principal
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Kathora, Amravati.



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To,
The Principal,
P.R.C.O.A.,
Amravati.

Date :- 28/12/2019

Dear Sir,

I would like to bring to your kind notice following few important point for your kind information and necessary instructions to the concerned.

- 1) Parking issue was raised earlier and was intimated to Mr. Ashish Dhade in writing. Regret nothing has been done for parking.
- 2) College water cooler is not providing pure water and water filters need to be replaced.
- 3) Pin up boards are broken and need repairing immediately.
- 4) Electric Switch Boards are required in each cabin of faculty members in staff room for laptop purpose.
- 5) In studio 3 – few tiles are broken and need replacement immediately to avoid any untoward incident. This has already been informed in the past.
- 6) Staff room cleaning is not being done on regular basis.
- 7) In seminar hall the ceiling has been damaged by monkeys. Needs urgent repair.

Thanking you.

Your's Faithfully,

Ar. Ankush Khandare
Ar. Sarang Holey
Ar. Amit Ghadge
Ar. Palash Agrawal
Art. Sachin Hajare

[Signatures]

by E mail dt 20/7/19

ached for ref. pl.

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[Signature]
Principal
P.R. Patil College of Architecture
Kathora, Amravati.