



Maintenance Policy

K. K. Wagh Education Society's
K. K. Wagh College of Agriculture,
Saraswati Nagar, Panchavati, Nashik- 422003.



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K.K. Wagh College of Agriculture,
(Affiliated to Mahatma Phule Krishi Vidyapeeth, Rahuri)
Saraswati Nagar, Panchavati, Nashik- 422 003. Maharashtra
College Code:-11135 AISHE Code: C-50690

☎ : (0253) 2555221, 255522

✉ - principal-bscagri@kkwagh.edu.in

🌐 <https://agri-bsc.kkwagh.edu.in>

MAINTENANCE POLICY

The institute is continuously involved in procuring equipment and upgrading the infrastructure to make the teaching learning process an enjoyable process and to boost the confidence of the students in handling the modern equipments and tools. Maintaining of these equipments/ tools/ infrastructure in proper condition is very essential. The college has entrusted the responsibility of maintaining the infrastructure to the concerned sections.

Broadly the maintenance is carried on the following areas:

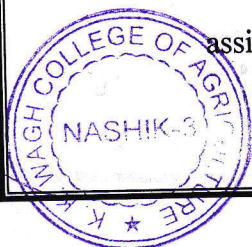
1. Building Repairs & Maintenance

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, coloring, farm structure maintenance etc. Miscellaneous repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. Housekeeping and cleaning of water tanks and sanitary blocks is done by the attendants. Periodically an external agency is hired for cleaning of all storage tanks.

2. Computer Repairs & Maintenance

Laboratory assistants of the Computer Science department carry out maintenance of computer systems like software installation as per requirements of the departments. If it is not resolved, it is referred to the vendor. The payment of the vendor is made after resolving the issue and subject to the customer satisfaction report duly signed by the concerned department/section. They also maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity in the premises and in the building.

- All computer systems in the college are covered under anti-virus protection.
- All Lab systems are maintained and overseen by lab assistant and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Lab assistant.



- Major Networking issues and Operating system failures are restored by faculty in-charge and external service engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- UPS maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
- Internet cables are well planned across the institute and networking is well designed.
- Students are sensitized about the usage of the computers in the laboratories.

3. Electrical Equipments Repairs & Maintenance

- Laboratory assistants do routine maintenance and servicing. Services of external agencies if required are hired for major and critical troubleshooting. Adequate number of UPS are installed to ensure uninterrupted power supply for all computers. Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Fire safety equipments are installed in every wing and are annually refilled as per the due date.
- Provision of safe drinking water is also made for which RO /coolers are provided. Annual maintenance is carried out from time to time as per schedule.

4. Vehicle Repairs & Maintenance

The college has provided two Buses and two Tractors. The servicing of this is done periodically.

5. Library Utilization

The library provides open access for all users. The Library maintenance staff perform a number of tasks on daily basis for ensuring smooth functioning of the library. Routine work at the Library consists of:

- Shelving and organizing of print resources.
- Ensuring that stack areas, reading spaces and the periodical sections are tidy and organized at all times.
- Regular monitoring of library resource usage patterns and trends is done to ensure that the usage is in keeping with the institutional policies and guidelines.
- Ensuring that print resources are returned by users on time and without any damage.



- Co-ordinate with the IT Maintenance team to oversee effective utilization and upkeep of the Digital Resource and reprography facilities in the library.
- Fine collection (for overdue books) and remittance of the same periodically to the account section.
- Stock-taking and weeding (annual).

6. Sports Utilization and Maintenance

The sports department operates as specified in the course curriculum with a desired area. In order to ensure smooth functioning of the sport facilities, following procedure is followed:

- The sports ground is kept tidy and clean by periodic maintenance tasks.
- Spacious Gymnasium Hall and a large play-ground is provided for the purpose.
- Gymnasium Hall is utilized for playing indoor games such as table tennis, chess and carom etc. and play-ground is used for outdoor games such as football, basketball, volleyball and cricket.
- Students, faculty and staff must carry their ID card to utilize the facilities of the sports with proper logbook entry, as applicable.

7. Maintenance and Utilization of Classrooms and Laboratories

- The College has Classrooms, Laboratories and Auditorium for carrying out various academic, non-academic and extra-curricular activities. Institute has class coordinators for every year who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- Every department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- The in-house minor maintenance and repairs are addressed by the respective department lab assistant.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure.




Coordinator


Principal
K.K.Wagh College of Agriculture
Saraswatinagar, Panchavati, Nashik