

Pravara Rural Education Society
Women's College of Home Science and BCA, Loni

Maintenance Process Manual

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Pravara Rural Education Society's
WOMEN'S COLLEGE OF HOME SCIENCE AND BCA

A/p-Loni Kd, Tal-Rahata, Dist-Ahmednagar. Pin- 413 713

Accredited by NAAC with 'A' Grade

Affiliated to Savitribai Phule Pune University, Pune

(ID No.PU/AN/SC/141/2016)

AISHE No: C-44342

Office : (02422) 273989,

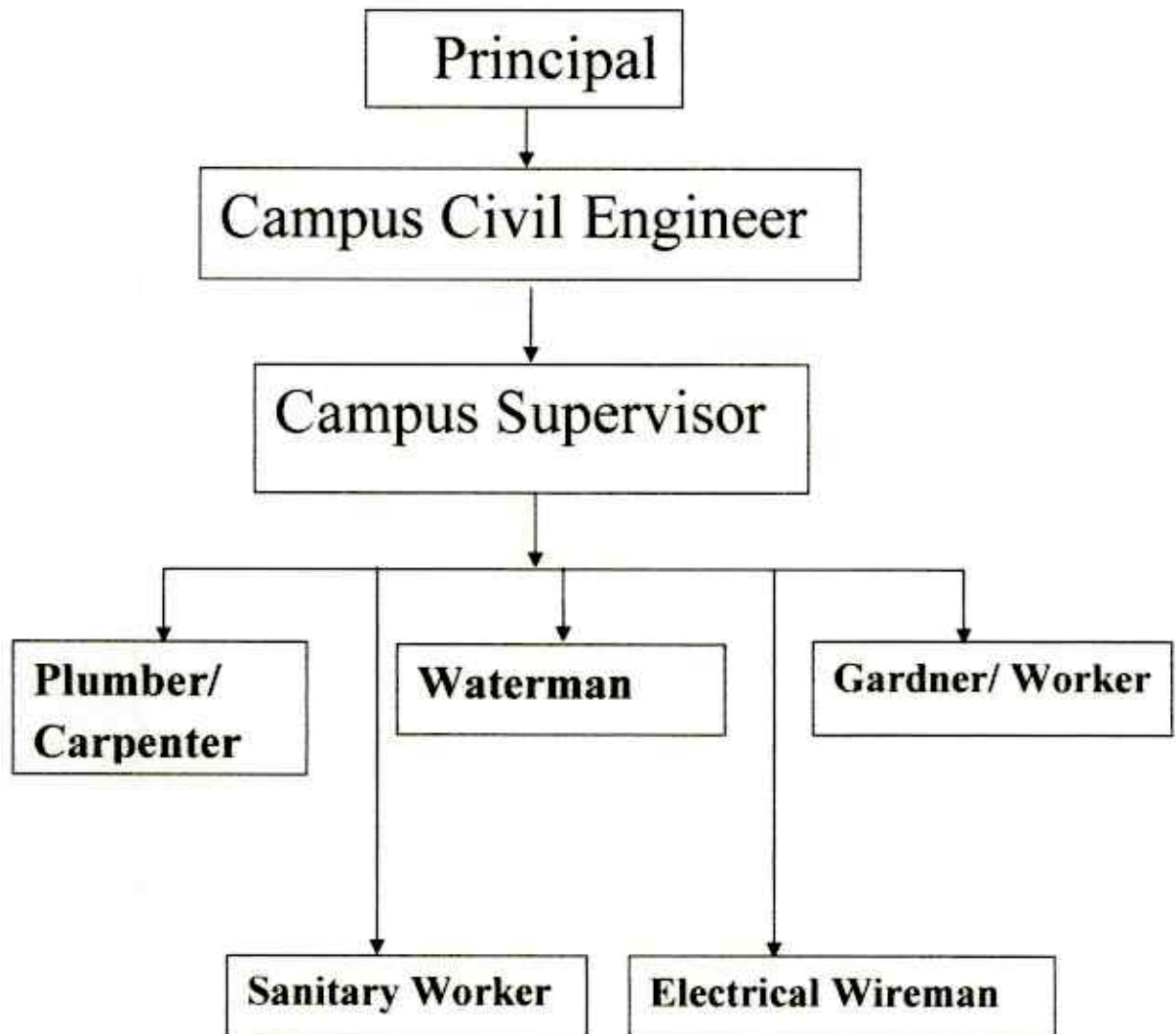
E-mail : homesciencebca@pravara.in

Principal : (02422) 272065

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CIVIL DEPARTMENT PROCESS MANUAL



[Signature]
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PROCESS MANUAL

Sr. No.	Designation	Responsibilities
1	Campus Civil Engineer	1) To Manage all maintenance of buildings 2) Completion report send to Secretary. 3) Letter reporting with PRES Secretary. 4) Work according to maintenance manual 5) Supervision on construction work. 6) Work done by civil dept workers 7) To look after final billing of construction and maintenance work
2	Civil Supervisor	1) Supervise construction work in campus. 2) Manage the work by waterman, Sanitary workers, Gardener, Carpenter, plumber etc 3) Report to campus engineer about problem of Electric Pump, Generator, Filter House, Swimming Pool, Indoor Hall, Ground etc. 4) Submit daily work report
3	Plumber	1) Maintenance of daily work related to plumbing.

		2) Observe Solar water System
		3) Help to sanitary workers, waterman ,Swimming pool operator, if problem arises
		4) Monthly water testing reports from respective agency
		5) Submit daily report submits to superiors.
4	Electrical Wireman	1) Daily maintenance work of electric appliances.
		2) Operate the Generator
		3) Rooftop Solar system maintenance work
		4) Management of sound system at the time of college program
		5) To see the work of electric pump and motors
		6) To maintain electricity bill records
		7) Submit daily work report to superior
5	Swimming Pool Operator	1) To operate swimming pool
		2) Start and stop the filter plant, Do the Back wash, Use the sodium hypochlorite to cleaning
		3) Every time help to Swimming Coach
		4) To clean and observe the surrounding area of swimming pool
		5) Submit daily work report to superiors
6	Carpenter	1) Maintenance of furniture

		2) To fix the glass of windows and necessary repairing work.
		3) To repair the building furniture and benches, doors and windows.
		4) To Submit Work report submits to superior.
7	Water man	1) Supply the clean water to all buildings
		2) Supply hot water in Hostel
		3) Operate water filter plant
		4) Start , stop and observe the water boor well motors
		5) To clean the drinking water tank
		6) To clean the solar panel
		7) Submit daily work report to superiors
8	Gardner	1) Give the water to lawns and garden
		2) Cutting of the ornamental plants
		3) Give fertilizer and medicine to plants
		4) To clean the lawn and remove unnecessary grass
9	Sweepers	1) To clean surrounding of campus, streets.
		2) To clean all campus building and hostel toilets, Offices toilets etc.



[Signature]

Civil Engineer

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PHYSICAL EDUCATION AND SPORTS

- 1) To prepare academic budget for sports equipments and hosiery etc.
- 2) To demands the required sport equipments towards PRES through principal
- 3) Purchase Department of PRES takes the quotations from concerned parties and these quotations are opens in the meeting of Management committee.
- 4) After that PRES give order to for Sports equipments and hosiery
- 5) After purchasing material is delivered to the concerned institute by PRES store.
- 6) If ground maintenance is necessary then request through principal is given to civil department for further action.
- 7) Indoor stadium and its surrounding cleaning, lawn and electricity maintenance work is done by campus civil departments of the campus.
- 8) Gymnasium hall maintenance done by sport department staff
- 9) To organize various sports tournaments decides by gymkhana sports committee.




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Computer Department

- 1) Institute sends problems through Emails and telephone calls to IT Department of PRES.
2. IT Department staff from PRES attend the call as soon as possible on priority basis and resolve the issue.
3. IF issue cannot resolve due to any hardware, part failure IT department give requirement to the institute.
4. Concern institute send the requirement to purchase department of head office PRES in budgetary format.
5. After receiving requirement to institute, concern institute call IT department for further work.
6. IT staff attends this call on priority basis and resolve the problem.




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Library

Institute has well developed library. It has an advisory committee which gives suggestions regarding updation. The requirement and list of books is taken from the concerned departments and HODs. The list is finalized for required books is signed by the Principal and demands towards PRES. The proper account of visitors (students and staff) on daily basis is maintained by library. The library is provided LAN facility for the computers and they are loaded with the library software




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Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)
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Security Department

Process Manual




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Principal

- For security of the campus and if required new security guards appointment etc. communicate with Secretary of PRES
- To give permission for purchasing stationary, dress material to security department.

Vice Principal:

- To give Daily work report
- Give information related to security work and guide them.

Responsibilities of Security Officers

- Patrolling in the campus.
- Guiding of students to their respected destination within the facility
- Monitoring of physical spaces
- Campus security officers promote lawful behavior and protect the welfare of students, faculty and staff as a uniformed presence on campus
- A campus security officer performs foot and vehicle patrols of a college campus to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events and enforce regulations.
- They monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior.
- Maintenance of parking regulations when necessary.
- In emergency situations, campus security officers respond to the scene, provide first aid, and alert additional police or emergency personnel as appropriate.
- Monitoring of property against Theft, Fire and Vandalism.
- Documenting reports on incidents in the vicinity.

Responsibilities of Security Supervisor and Security Jamadar

- Controlling material and employee movement
- Monitoring of property against Theft, Fire and Vandalism.
- Keep watch on movement of workers
- Maintain Entry & Exit log.

- To receive, obey and pass on to the security guards all orders and instructions received from Head Security
- Incidence happen such as accident, theft, enforcement etc. take proper action
- Take proper action on worker misbehavior indiscipline, disobey order as senior if happen
- In period of strike ,Gherao, Property demonization , take Preventive action in Judicial manner
- Student who residence in hostel take proper care as all girls
- Prevention is better than cure
- Provide Security to staff residence in staff quarter
- Keep satisfied and salient climate among student in college campus.
- To report all violation of institute's rules and regulation and special orders he is instructed to enforce.

Responsibilities Security Guard Daily Work

- A guard should always maintain a professional manner, have a professional appearance and exhibit a positive attitude.
- Take charge of his post and all institute property in view.
- To make proper entry in the visitor log and collect vendor/visitor Photo ID card after issuing vendor/visitor card. Politely advise vendor/visitor to wear the lanyard while moving in the institute
- To perform his duty in proper manner, keeping always on alert and observe everything that takes place within sight or hearing.
- To quit his post only when properly relieved.
- To obey and pass on to other security guards all orders and instructions received from supervisor/head security.
- To talk politely with students, staff, and vendors/visitors and assist them to provide any necessary information of the institute.
- To be especially watchful while on night patrol and to check all suspicious persons, and allow no one to pass the security gate without proper authorization.
- To work as a team with other security personnel to ensure optimal safety of the institute and communicate with one another so everyone is on the same page.
- To call immediate supervisor in any case not cover by instruction.

Rules of Watchman for Hostel

- Giving Information to principal or Hostel rector about parents those who come to meet students Register information of parents in visitor book
- To give instructions to parents of obey parking rules.
- Giving permission to all parent for meet the children on open day decided by college
- Don't left students without any permission
- Keeping Inward and Outward register for students
- Don't left student with her parent without gate pass.
- Lock all the gate at night
- If students ill then left student to doctor treatment with watchman or rector
- Well behave with parents and students.
- Do not allow any person to enter in the hostel after 6.00pm


सुरक्षा अधिकारी
प्रथरा कन्या विद्या मंदिर, लोणी
ता. राहाता, जि. अहमदनगर.




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