

Procedures and policies for maintaining and utilizing physical, academic and support facilities:

SETI is having established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. Appropriate care is taken to keep the infrastructure and laboratory equipments in clean and working condition. For some of the workshop machines preventive maintenance is carried out by the concerned instructor such as oiling of lathe beds, maintenance of workshop accessories and tools. In case of breakdown maintenance of equipments initially the other departments are consulted for related maintenance. Established standard procedures are followed for maintenance of laboratory equipments.

The maintenance at different sections of the institute is given below:

Laboratories: Preventive maintenance is carried out regularly and breakdown maintenance is carried out as and when required as per the standard procedures of the institute.

Computer Hardware, Software and Networking: The institute has a separate IT infrastructure in charge that looks after the maintenance of IT facilities including hardware, networking, system and application software maintenance.

Library: The Librarian with the supporting staff maintains several activities in the central library. The earlier journal and magazine issues as well as the deteriorated books are bound every year as per institute's standard procedure.

Sports infrastructure: Dedicated Physical Director looks after the maintenance related issues. Maintenance of grounds is carried out by the institute at central level. Physical director is keeping the record of utilization of sports equipments and facilities.

Class Rooms: The class rooms sweeping and cleaning is done every day. Principal, HODs and Class coordinators also monitor the cleanliness and neatness of the classrooms and corridors. The maintenance, cleaning and washing of the washrooms is done by the house keeping department centrally.

Electrical maintenance: The electrical maintenance is carried out by Electrical Engineering department. A separate electrical maintenance and repair team is assigned the job of all electrical related issues including lights, generator, energy bills, new wiring, LAN cabling etc. This team also looks after the electrical maintenance of the entire Sanjeevan family campus.

Drinking water coolers, Lift etc.: SETI has its own water supply system. The water is processed in a central RO purifying plant and is supplied to all the premises. The water is provided for drinking at various locations and corridors of the institute by means of water coolers. The maintenance of this water supply amenity is carried out at central level. The garden maintenance, tree plantation, sapling decorations required for various functions, development and maintenance of lawns etc. is taken care by a central team.

CCTV, Intercom, Security etc: The maintenance of CCTV is done by an external agency through AMC. The maintenance of all the intercom facility is done by E&TC department. Ex – Service men are appointed as security guards and are guarding at prominent locations including the entrances of Sanjeevan campus.

Furniture maintenance: The furniture maintenance is taken care by the workshop of SETI, Panhala.

Transport facility: The routine maintenance of all buses including greasing and oiling is carried out at institute's automobile engineering department.