



Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
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Website- www.sstmce.ac.in

Procedures and Policies for Maintaining and Utilizing Physical Facilities

Procedure for Library Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	SLIM Library Software: -The library records are fully computerized and made available to the users through the SLIM-27 user friendly software (System for Library Information Management) Which can be accessed through intranet of the Institute.	Librarian / Asstt. Librarian / Library Asstt.	SLIM Library Software
2	Plagiarism Checker Software is available in the library for Students / Faculty and staff.	Librarian	New form Checker Software
3	Students can access their own LAP TOP in library for their studies.	Library Asstt.	College PC / OWN LAP TOP
4	Students/faculty/staffs avail the reading as well as reference services in the library. Books, Journals, magazines, Hand book, Data book, dictionaries, Encyclopaedia, DVD's, online services through Internet and OPAC are available in library.	Student / Faculty / Staff / Library Asstt.	Special Reading & Reference section. With seating capacity 200 + 100
5	The library provides the following services to our students, faculty, and staff: Online access to e-books and e-journals. Online access to Library Information service through SLIM software. 24X7 internet and intranet service. 24X7 Wi-Fi connectivity. Reprographic services at nominal rates. Digital learning materials. Books for competitive exams such as GATE, GRE, TOFEL, CAT, NDA, SBA, and banking. Plagiarism checker software facility.	Librarian	Central Library
6	The respective journal subscription agencies send their regular renewal reminders for membership renewal. The librarian checks the previous usage records and forwards them to the library committee for further processing. After approval, the renewal process is handled by the librarian.	Librarian / Library committee	Renewal Invoice
7	Current awareness services / Selective Dissemination service are provided to update current news and knowledge, and the same information is shared with the respective departments.	Librarian / Asstt. Librarian	Offering services



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8	Training is given to operators by the supplier of the Xerox machine for its use and related reprographic services.	Librarian/ operator	Training
9	If any department requires official multiple Xerox copies, then requisition form is submitted to the library for the same.	Library Attendant	Xerox requisition form SGM/FRM /LIB-145
10	The library offers reprographic services to students at a nominal cost. Records of payment collections are maintained in the Xerox record register. The collected amount is deposited in the account's office once a week, and receipts are preserved. Entries for official work are made in the Xerox record register.	Attendant	Xerox Record Register, Receipts SGM/FRM/LIB- 146
11	Furniture, fixtures, stationery, and other materials required by the library are issued from the Central Stores of the college through a Stores Requisition Slip and are duly maintained.	Library Asst. Librarian	Stores Demand Form SGM/FRM /STR-171, Stores Requisition Slip SGM/FRM /STR-181
12	Regarding the celebration of Jayanti & Punyatithi: The library, along with students, faculty, and staff, celebrates the Jayanti & Punyatithi of well-known social reformers, national leaders, saints, and sages. Their photos and literature are displayed in the library.	Librarian	Photo / Literature

Maintaining and Registering Vendor Records (Books, Journals and e-Learning Resources).

PROCEDURAL STEPS / DETAILS -

Sr. No.	Action	Responsibility	Document Reference
1	The library regularly receives catalogues and pamphlets for books, magazines, and journals from various publishers and agencies.	Librarian, Asstt. Librarian	Catalogue, Pamphlets
2	The vendor registration form is sent to the suppliers and publishers by post or hand delivery.	Librarian, Asstt. Librarian	Vendor registration form SGM/FRM/LIB -147
3	The library maintains vendor registers with their details after receiving the filled-up registration forms.	Librarian, Asstt. Librarian	Vendor Register SGM/FRM/LIB -147



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4	Consequently, the vendor directory is updated.	Librarian, Asstt. Librarian	Vendor directory SGM/FRM/ LIB-148
5	All vendor registration forms are thoroughly checked, and the quality of the vendor is assessed, with remarks and an overall rating assigned.	Librarian, Asstt. Librarian	Vendor assessment form SGM/FRM/ LIB-149
6	Based on vendor assessment form and the previous records of the vendor, the vendors are approved.	Principal /Librarian,	Vendor assessment form SGM/FRM/ LIB-149
7	The Librarian selects approved vendor and makes the necessary entries in the vendor register.	Librarian, Asstt. Librarian	Vendor Register

Safety maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Safety devices such as fire extinguishers, hose reel drums, fire buckets, manual call points & hooters, fire alarm panels, smoke sensors, fire blankets, exhaust fans, electrical earthing, insulation, and other general safety precautions have been installed at essential locations on the institute's campus. The details of the essential safety device locations are monitored by the concerned safety task In-charges.	Principal, All HOD, Activity In-charge	Safety Register
2	The working conditions of each safety device are regularly verified by trained personnel or with the assistance of reputed government-recognized agencies or authorized license holder companies.	Principal, Activity In- charge	Registration /certificate and suitable references
3	An Annual Maintenance Contract is duly signed with reputed government-recognized agencies to maintain the safety devices.	Principal, HOD, Activity In-charge	AMC Contract/ Refilling Bill
4	Every year, refilling of fire extinguishers is carried out before the expiry due date.	HOD, Activity In- charge	Instructions
5	Necessary safety instructions are provided to the concerned departments.	HOD, Activity In- charge	Notices, Attendance Records



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6	The working conditions of safety devices are ensured by the frequent monitoring of all those devices.	Activity In-charge Lab In-charge	Records
7	Safety Devices are used during any unforeseen accident or emergency.	Trained Faculty/Staff members	

Hostel Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Hostel maintenance is conducted regularly to ensure hygiene and a clean atmosphere. Daily sanitation and cleaning of bathrooms, toilets, corridors, TV halls, prayer halls, and the surrounding areas of the hostel are carried out under the supervision of hostel supervisors.	Hostels Supervisors	Verbal instructions to sweepers and helpers
2	Water coolers are cleaned fortnightly to provide clean and safe drinking water to all hostel students. Additionally, the overhead water tanks of all hostels are cleaned once every three months by the maintenance department.	In-charge Maintenance Dept. Hostel office	water cooler/water tank cleaning register SGM/REG/HST-07
3	During the allocation of hostel rooms, hostel furniture, fixtures, and equipment are properly set up and checked for working condition.	Hostel office	Applications and maintenance forms SGM/FRM/MNT-252
4	Fire extinguishers are provided in hostels and additionally in every mess, with regular refilling before their expiry date.	In-charge chemistry lab.	
5	Overall repairs, maintenance, and servicing of hostel furniture, fixtures, and equipment are given priority and are carried out by technical personnel from various departments of the college.	Hostel office & Respective Departments	Maintenance form SGM/FRM/MNT-252



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Staff Quarters maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	The overall maintenance of staff quarters is supervised through the hostel office. Daily cleaning, sanitation, and garbage disposal in the common areas of all residential quarters are carried out. The garbage collected in common garbage tanks is regularly disposed of.	Hostel office	
2	Major tasks such as painting, construction, plumbing, electrical work, and annual maintenance of the residential quarters are conducted under the supervision of the maintenance department.	Hostel supervisor	Verbal instructions to sweeper & helpers
3	The maintenance department ensures the daily supply of clean and safe drinking water and conducts regular cleaning and checks of overhead water tanks in the staff residential quarters.	Hostel office	Verbal instructions to sweeper
4	Additionally, the maintenance and repair of furniture and fixtures provided by the college to the resident staff members are managed by the hostel department.	In -charge Maintenance dept	Application from staff & Maintenance form SGM/FRM/MN T-252
5	The overall maintenance of staff quarters is supervised through the hostel office. Daily cleaning, sanitation, and garbage disposal in the common areas of all residential quarters are carried out. The garbage collected in common garbage tanks is regularly disposed of.	In -charge Maintenance dept	Water tank cleaning Register
6	Major tasks such as painting, construction, plumbing, electrical work, and annual maintenance of the residential quarters are conducted under the supervision of the maintenance department.	Hostel office	Application from staff & Maintenance form SGM/FRM/MN T-252



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Lab Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	A list of major equipment is prepared and updated at the department level at the beginning of each session. This list is documented in a file labelled 'Department/Lab/List of Equipment.' Major equipment includes facilities, laboratory equipment, computer systems, servers, software, specific machines for research or consultancy purposes, audio/video equipment in seminar halls/auditoriums, and any other equipment as decided by the HOD and Lab-In-Charge(s).	HOD, Lab. In-charges, Lab. Assistants, Lab. Attendant	Stock Book, List of major equipment's in all lab., SSGMCE/FRM-10
2	A file containing the necessary actions, such as calibration and regular maintenance, for each major equipment item as per the above list is maintained.	HOD, Lab. In-charges, Lab. Assistants	SGM/FRM/DPT-104
3	Additionally, a preventive maintenance history card is appropriately kept for each facility, equipment, or instrument	Lab. In-charge / Lab. Assistants	SSGMCE/FRM-11

Maintaining Internet facility :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Internet connections are provided in all staff cabins and laboratories for faculty, staff members, and students.	Principal, Internet In-charge	
2	In case of special requirements, such as Centralized Admission Procedure (CAP), the person in charge of the relevant activity applies for an internet connection to the respective Head.	Concerned In-charge	Application
3	After receiving approval from the Head, the request is forwarded to the Internet In charge.	Head	Application
4	The Internet In charge then provides the required internet connection at the designated location to the requesting person.	Internet In-charge	Application
5	If there is a failure in the internet facility, the concerned individual submits a complaint in the prescribed format to the Internet In charge through the HOD/In-charge.	Concern faculty/staff	SGM/FRM/M NT-251
6	The Internet Incharge assesses and resolves the problem if it can be resolved in the internet server room, or dispatches a subordinate to resolve the issue in the respective cabin, laboratory, or location.	Internet In-charge, Assistant, Concern staff	SGM/FRM/M NT-251



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7	After rectifying the problem, the concerned faculty or staff member acknowledges it to the Internet Incharge by signing the form.	Internet In-charge, Assistant, concern staff	SGM/FRM/M NT-251
8	SSGMCE login IDs are provided to faculty, staff, and students based on the list of members provided by the HOD/Incharge. This information is conveyed to them through their specified email addresses or mailing lists by the IT Department.	Internet In-charge	Application from HOD/In-charge
9	Wi-Fi facilities are available in all hostels and faculty buildings.	Internet In-charge	
10	Regular reviews of the internet service are submitted to the Principal as required	Internet In-charge	Register

Transport facility maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
Arrangement of vehicles			
1	"If a vehicle arrangement is needed for official purposes, the concerned person fills out the vehicle requisition form, which must be duly approved by the HOD/Incharge and the Principal.	Concerned person	Vehicle requisition form (SGM/FRM/-SUP-235)
2	Once approved, this requisition form is submitted to the Transport Incharge.	Concerned person	Vehicle requisition form (SGM/FRM/-SUP-235)
3	The Transport Incharge arranges the vehicle according to the requisition and assigns duties to drivers and conductors accordingly.	Transport In charge	Vehicle requisition form
4	After returning from their duties, drivers and conductors report to the Transport Incharge.	Driver/Conductor on duty	Duty record
5	Vehicle requisition forms are maintained as records.	Transport In-charge	Vehicle requisition from file
6	Registers/records of utilization are also maintained.	Transport In-charge	Register
Maintenance of vehicles :-			
1.	Regular maintenance is carried out as required, and the bills for fuel and repairs are recorded in the register kept by the Transport Incharge.	Transport In-charge	Register for Fuels & repairing Bills



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2.	Payments for these bills are made through Demand Draft (D.D.) or cash by submitting them, duly signed by the Transport Incharge and Principal, to the accounts department."	Principal, Transport In-charge, Accountant	Bills, Inward Register
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EPABX facility maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
Maintenance of Intercom			
1	Users can submit their complaints through an application form or complaint file available at the EPABX office regarding nonworking or shifting of telephone services.	User	SGM/FRM/MNT-251
2	The EPABX Incharge reviews the complaint file daily and analyses the types of complaints.	In-charge	
3	The Incharge instructs the technical staff/workers to identify and resolve the complaints within two working days.	In-charge, Technician / Workers	
4	Once the complaint has been addressed, the Incharge receives feedback via telephone to ensure that the issue has been resolved and records it in the complaint file.	In-charge	Complaint File
5	If the complaint is not resolved within two working days, the Incharge reviews the matter, analyses it, and takes necessary action on the personnel involved. They aim to resolve the complaint on the next working day, obtaining feedback from the affected user and recording it in the complaint file.	In-charge, Technician, Worker	Complaint File
6	The technician notes the complaint resolution by obtaining the halted user's signature in the complaint file.	Technician	

Maintaining Medical facility :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Medical Services: According to the dispensary's schedule, the Medical Officer, along with an Assistant, provides services for patients. He maintains case papers, registers entries, and collects medical fees. Additionally, he distributes medicines, provides I.V. (Saline) facilities, and offers consultations.	Medical Officer	Register, SGM/FRM/-SUP-234



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2	Admission of Patients to the Hospital: If necessary, patients are admitted to the hospital and cared for until they recover. Patients may also be referred to private and/or government hospitals as determined by the Medical Officer.	Medical Officer	Register, SGM/FRM/-SUP-234
3	Ambulance Arrangements: Ambulance facilities are called from Gajanan Maharaj Sansthan as needed.	Medical Officer, In-charge (Transport)	Register, (SGM/FRM/-SUP-235)
4	Dispensary/Hospital Maintenance: The dispensary and hospital are maintained with daily cleanliness under the supervision of the Medical Officer, with assistance from an Assistant and a Sweeper.	Medical Officer, Maintenance In-charge	
5	Emergency Services in Hostels, Quarters, Offices, and Laboratories: The Medical Officer and his assistant provide round-the-clock services in hostels, quarters, labs, and offices as required.	Medical Officer	Register
6	Medicine Stock and Kits Management: Medicine stock is maintained by placing demands with the Central stores through the necessary procedures.	Medical Officer	Stock book Register SGM/FRM/-STR-171, 184
7	Conducting Medical Test Examinations for College Students: Medical Test Examinations are conducted in accordance with the University Calendar and arrangements made by the Sports department. Necessary forms are completed in the University's format and forwarded to the University with proper certification.	Medical Officer, Sports Director	Register
8	Participation in Awareness Programs: Necessary services are provided in various N.S.S. Programs, Pulse Polio programs, and blood donation camps conducted by College authorities.	Medical Officer	Register, Circular, Notice
9	Provision of First-Aid Kits: Basic medicines and bandages are maintained in First-Aid Kits. Their locations are determined, and these kits are regularly checked and maintained. The various locations of First-Aid Kits are communicated to all.	Medical Officer, PA of HODs, Wardens	Register, Notice



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Auditorium and Swadhyay Maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	Arrangements as per the Requisition Form for Internal and External Use: Registration forms are submitted by various HODs/In-charges to the Principal for approval.	HOD, In-charges	Requisition Form (SGM/FRM/ SUP-236)
2	Sanctioned forms are then forwarded to the In-charge of the Auditorium and Swadhyay Kaksha.	Concerned HOD, Section In-charge	(SGM/FRM/SUP-236)
3	Based on the requisition forms, necessary arrangements for the required programs are made. If needed, external vendors are contacted for special requirements such as a DJ system, musical instruments, etc.	Care-taker, In-charge	(SGM/FRM/SUP-236)
4	Maintenance of Auditorium and Swadhyay Kaksha: Regular maintenance and cleanliness checks of the Auditorium and Swadhyay Kaksha are conducted with the assistance of an Assistant, Attendants, and Sweepers. PA systems, lighting arrangements, and seating arrangements are reviewed on a monthly basis, and any necessary repairs and maintenance are carried out.	Care-taker, In-charge	(SGM/FRM/MNT-251)
5	Record-Keeping for Events: A register is maintained to record all events conducted in the Auditorium and Swadhyay Kaksha.	Care-taker, In-charge	Register

Sports facility maintenance :-

1	Maintenance of Sports Office, Indoor & Outdoor Sports Complex: Continuous daily maintenance of the sports office, indoor, and outdoor sports complex is carried out. This includes water and light arrangements on the grounds for outdoor games	Sport Director	
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Civil maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document reference
1	The scope of work under this department consists of : Civil works, carpentry, Plumbing, Coloring, Nrusery & Plantation.	In-charge, Concerned Supervisor.	
2	The different maintenance works are executed /performed by the department as follows: i) Daily/routine ii) Preventive iii) Annual.	In-charge, Concerned Supervisor.	
3	For routine maintenance, verbal communication/instructions from authorities are received by the maintenance In-charge, and accordingly, actions are taken to complete the works and/or solve particular problems.	In-charge, Concerned Supervisor.	
4	Requisition forms from concerned individuals, duly signed by the complainant and HOD/In-charge, are received for other major maintenance requirements.	In-charge, Concerned Supervisor.	Maintenance form SGM/FRM/MN T-252
5	The materials required to address the complaints are listed on the form. If the necessary materials are not available, they are either issued from the central store or a procurement request is submitted, and the materials are procured.	In-charge, Concerned Supervisor.	Issue slip SGM/FRM/ST R-181 & Demand Note SGM/FRM/ST R-175A
6	The work is attended to, and after solving the problem, the maintenance form is completed by the maintenance staff, and the applicant's signature with remarks is obtained.	Maintenance Staff	--
7	The Maintenance In-charge reviews the report on the form.	In-charge	--
8	Usually, in annual maintenance, activities such as coloring, painting, and some minor civil work are undertaken for all buildings on the college campus.	In-charge, Concerned Supervisor.	Records



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9	The completed forms are kept as records.	In-charge, Concerned Supervisor.	Records SGM/FRM/MN T-252
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Overall campus housekeeping maintenance :-

PROCEDURAL STEPS / DETAILS -			
Sr. No.	Action	Responsibility	Document Reference
1	The interiors of all hostels, mess, canteen, guest house, and their furniture and equipment are cleaned and wiped twice daily.	Housekeeping In-charge, Supervisor	SGM/WI/MNT-05
2	The necessary cleaning materials are procured from the central store.	Housekeeping In-charge, Supervisor	Store Requisition Slip SGM/FRM/STR-181
3	The surroundings of the hostel buildings, mess, canteen, and guest house are also cleaned daily.	Housekeeping In-charge, Supervisor.	
4	The maintenance records for these housekeeping activities are kept at the housekeeping office in the hostel.	All concerned Supervisors,	




PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.

**Dr. S. B. Somani
(Principal)**