

Infrastructure Management Process	
Functions	<ul style="list-style-type: none"> • To assign the duty and supervise the maintenance and cleaning staff • To find suitable service provider for maintenance services like carpenter, painter, plumber ,electrician • To collect information from faculty and staff about maintenance requirement and arranging to repair it time to time • To monitor the maintenance of the institutional garden and ground • To monitor the procurement of material for infrastructural maintenance • To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action. • To find out the future needs regarding furniture and equipment as per the future plans and convey the same in institutional meetings • Training the administrative staff about usage of fire extinguisher / generator • Conducting safety drills
Specific routine duties	<ul style="list-style-type: none"> • To check whether the classrooms, Computer labs , toilets and other areas in the campus are cleaned every day as per schedule • To check whether electricity reading is taken daily • To check whether the Computer labs are cleaned every day as per schedule • To check whether electronic and electrical equipment's are cleaned and ensure its smooth functioning • To monitor and maintain the condition of all electrical installations like cooler , fire extinguisher , generator , lift , tube lights , fan twice in a month • To maintain and update maintenance register once in a week • To check complaint register daily • To Update the dead stock register and number the material once in a week • To check whether all the housekeeping staff is present • To make alternative arrangements immediately in case of absence of any of the house keeping staff • To check whether the security guards are present at gate • To check whether water tanks, Water filter in the class rooms are cleaned as per decided schedule. • To check whether tea vending machine is cleaned as per decided schedule • To coordinate the maintenance work with plumber, carpenter painter, electrician, and fabricator. • To Update the dead stock register at the time of new purchases and then numbering the item purchased • To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action. • To check whether public addressing systems in the auditorium are kept in place after use



	<ul style="list-style-type: none"> • To check smooth functioning of all electrical equipment's before and after every event. • To ensure that the name plates , Guidelines and displays regarding fire safety , ragging , medical emergency, other rules and regulations etc. are in place and maintain cleanliness of the same once in a month • To check the availability of water in the campus throughout the day
Effectiveness Criteria	<ul style="list-style-type: none"> • Routine maintenance of entire campus • cleanliness and hygiene of the campus • Effective and optimum utilization of the infrastructure • Timely action taken for complaints received • Reduce wastage of electricity / water

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