



Rajasthan College of Engineering for Women

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, Govt. of India)
Bhankrota, Ajmer Road, Jaipur – 302026 • Tel. : 0141-2251276, 2251247 • 0141-2251249

Utilization and Maintenance

The institute has developed a standard procedure for utilization & maintenance of all physical, academic & support facilities available in the campus.

- **All Labs & Computer Center**

1. All labs in the institute are administered by department wise Laboratory In-charge (a faculty).
2. All maintenance requirements sent to maintenance committee after getting approval from HOD and Director
3. Upon evaluating the specific problem, Director forwards the application to Institute Maintenance Committee.

- **Utilization of support facilities:**

1. Requirement of the particular facility (e.g. seminar hall, laboratory, class room etc.) is to be forwarded by Head of Department to Director.
2. Director directs concern support facility in-charge to verify the availability of the existing resource and need of the facility demanded and accordingly permits the usage of the same.

- **Maintenance Committee**

1. The college Maintenance Committee that oversees the maintenance of buildings, classrooms, and laboratories.
2. The Maintenance committee is headed by the Registrar who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Registrar and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc.
3. This team also looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping.

- **House Keeping of classrooms, laboratories and the entire institute campus**

1. Adequate in - house staff is employed to maintain hygiene, cleanliness, and infrastructure in the campus meticulously so as to provide a congenial learning environment.
2. Classrooms, Staffrooms, Seminar halls, and Laboratories, etc is cleaned and maintained regularly by Housekeeping staff assigned for each floor. Washrooms and restrooms are well maintained. Dustbins are placed in every floor.

- **IT Facilities**

1. Technical staff work under the supervision of the Network Administrator maintains the efficiency of the computers, networking, and accessories.



Rajasthan College of Engineering for Women

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, Govt. of India)

Bhankrota, Ajmer Road, Jaipur – 302026 • Tel. : 0141-2251276, 2251247 • 0141-2251249

Utilization and Maintenance

2. The technical staff associated with the respective laboratories service the equipment to the extent possible. When they become non-serviceable, they report the matter to the faculty in-charge of the laboratory and he, in turn, refers the same to the HOD, who arranges to get them repaired. Annual physical verification of all laboratories and physical facilities is conducted by internal and external persons. The non-serviceable items in labs are write-off through proper procedures.

- **Electrical & other Equipments Maintenance**

1. Institute's electrical maintenance team takes care of all the electrical peripherals, equipments, infrastructure and power related resources .
2. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
3. The optimum working condition of all properties/ equipment in the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Elevator, Air Conditioners, CCTV cameras, and Water Purifiers.
4. Monitor electrical equipment such as Generator, UPS, Batteries, EPABX monthly and enter the condition/Status of equipment in Logbook Call the contractor in case of a major fault. The contractor analyses the fault and submit its report. If the replacement of any part is necessary then call the quotations purchase as per the centralized purchase procedure.

- **Library**

The Chief Librarian and their staff are responsible to maintain library books and records.

- **Sport / Ground Maintenance**

1. The sports grounds along with sports accessories and supporting accessories of indoor and outdoor games of RCEW are maintained by in house staff in coordination with Sports Officer
2. Instructor of Gymnasium takes care of equipments and if there is need of any maintenance/ repairs then outline maintenance procedure will be followed.

- **Garden**

The Green Cover of the campus is well maintained by a full-time gardener. Institute has employed a dedicated gardener who takes care of garden, lawn and the indoor plants placed at various locations in the institute.

- **Canteen /Mess**

Mess committee of the Institute takes care of all related issues including quality of food, price list, menu details and earmarked space for students, faculty and staff etc. This committee also makes frequent visits to canteen/mess for ensuring good quality of food and service in canteen.



Rajasthan College of Engineering for Women

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, Govt. of India)
Bhankrota, Ajmer Road, Jaipur – 302026 • Tel. : 0141-2251276, 2251247 • 0141-2251249

Utilization and Maintenance

- **Hostel**

The Institute has appointed Wardens and Peons for 24x7 to take care of hostellers. Hostel is governed by the rules and regulations set up by the Institute. A faculty member has assigned the responsibility as Hostel Administrator, who is also the Coordinator of Hostel committee.

- Hostel Committee has also appoint students as floor incharge, they are the members of hostel committee. Hostel Committee keeps watch on the activities of the hosteller.