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quality education !

H. J. Thim Trust's

# Theem College of Engineering

Approved by AICTE (New Delhi), Government of Maharashtra & DTE  
Affiliated to University of Mumbai & MSBTE

"A NAAC Accredited Institute"

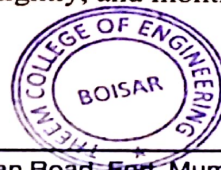
Village Betegaon, Boisar Chilhar Road, Boisar (East), Tal. & Dist. Palghar - 401 501.  
Tel.: 7769916109 • Telefax : (02525) 284 927 • Email : info@theemcoe.org • Website : www.theemcoe.org

## Institute Maintenance Policy

The institute's marvellous infrastructure in a 2.6 lakh sq. ft. area of 10 acres has state-of-the-art physical facilities such as laboratories, machinery-shop, workshop, IT centres, excellence centres for academic development and for employability enhancement. The well-resourced library and learning resource centre, spacious ICT enabled classrooms, audio-video language studio for English language and soft skills development, fitness centre, gym, yoga centre, indoor sports facility and playgrounds provide facilities to students for improving their academics, co-curricular and extra-curricular activities. All these supportive facilities are under the respective department management and a lab in-charge maintains the utilization and dead stock register of the lab.

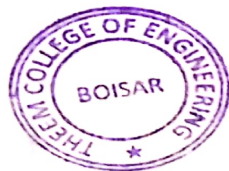
### Maintenance Policy:

- **Computer Maintenance:** The institute follows an "In-house Automated Online Maintenance System". This system informs the technical team and maintains the record of the complaint till its resolution.
- **General Maintenance:** The upkeep of campus infrastructure is carried out by experienced dedicated teams. A Centralized Maintenance Register (CMR) is available at the storehouse. During the maintenance, if anything is required to be purchased, it shall be raised through requisition slip
- **Breakdown Maintenance:** The procedure of breakdown maintenance is depicted in the following flow-chart.
- **Preventive Maintenance:** The CMR supervisor keeps records of periodic maintenance work and resolves issues from time to time to ensure smooth functioning of mechanical equipment and laboratories.
- **Housekeeping:** The housekeeping team has several male and female workers to attend to the maintenance of the campus, and the work is carried out as per their daily schedule. The schedule is planned into daily, weekly, fortnightly, and monthly.



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- **Garden Maintenance:** Sophisticated gardening equipment is used for mowing and trimming the border herbs. Sprinklers are used to water the lawn, and a botanical garden is also maintained by a designated gardening team.
- **Civil Maintenance and Miscellaneous:** Major construction is done through suitable contractors. Periodic painting and whitewashing of buildings and labs, grounds maintenance, lawns; and upkeep of plants. To keep the campus neat and clean, dustbins are strategically placed throughout the campus.
- **Machine and Equipment Maintenance:** The machines and equipment are maintained periodically or as required. Stainless steel and wooden furniture are maintained prior to the beginning of odd and even semesters.
- **Electrical Maintenance:** The electrical maintenance team conducts maintenance drive of all power utilities twice in a year prior to the examination
- **Library Maintenance:** The institute has a library advisory committee to identify and verify the damaged books after each semester. Then it prepares a list of the books for binding from outsources and replace if required and forwards it to the principal for approval.
- **Sports Complex Maintenance:** The contemporary sports committee maintains indoor and outdoor sports stationary. It identifies and verifies the suitability of sports stationary for sport activities.



  
DIRECTOR  
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