



Don Bosco Institute of Technology

Housekeeping and Maintenance Committee (AY 2019-20)

Housekeeping and maintenance are a key for ensuring an environment that is conducive to learning. Safety and security of the students is of prime concern and must be effectively addressed.

Committee Members:

1. **Ms. Madhavi S. Pednekar (Convener)** (Electronics & Telecommunication)
2. **Mr. Tayyab Ali** (Information Technology Engineering)
3. **Ms. Mayura Gavane** (Computer Engineering)
4. **Mr. Juned Ahmed** (Mechanical Engineering)
5. **Ms. Georgena Kannukkadan** (Mechanical Engineering)
6. **Ms. Anice Mathew** (Basic Science & Humanities)
7. **Mr. Sanjay Turambekar** (Basic Science & Humanities)
8. **Mr. Hrishikesh Pednekar** (Basic Science & Humanities)

Objectives:

1. Update the guidelines for housekeeping of classroom, laboratory, store, air-conditioner, lift, washroom & other infrastructure facilities and to communicate to all stakeholders.
2. Ensure timely maintenance of all the equipment like computers, laboratory machinery, AC, lift, water cooler, washroom etc.
3. Quality check/Inspection of laboratories, classrooms, tutorial room, staff room, water cooler, lift, washroom and other facilities.
4. Update maintenance and housekeeping registers.
5. Keep campus clean, green and plastic free.
6. Prepare and update SOP for use of institute facilities during events.
7. Plan for effective waste management and disposal.

Action Plan:

1. To organize DBCL Campus Clean Drive: “Swachhata Abhiyaan” with the help of NSS students.
2. To do DBIT Campus Housekeeping Survey to ensure the timely cleanliness on campus and premises.
3. To conduct Housekeeping and Maintenance Audit at department level.
4. To update the Housekeeping and Maintenance documentation process/formats if required.
5. To conduct regular meetings with all the supporting staff to improve cleanliness on campus and premises.