



Kandivli Education Society's

B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

NAAC Re-accredited 'A' Grade

ISO 9001 : 2015 Certified

• 'Best College 2017-18' award from University of Mumbai •

MAINTENANCE POLICY

Implemented from the
Academic Year : 2021-22



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Maintenance Policy

Basic Information:

	Policy Title: <u>Maintenance Policy</u>	
1.	Policy Number: (Suggested By IQAC)	Functional Area: Entire College with UG, PG and other areas
2.	Drafting	By IQAC
3.	Policy Applies to:	Entire Teaching faculty
4.	Effective from the Date:	14 June 2021
5.	Approved by:	IQAC Full Bench in its Meeting held on 17 March 2021
6.	Responsible Authority	IQAC/ HR Manger / Principal
7.	Superseding Authority	Governing Body
8.	Last Reviewed/ Updated:	NA
9.	Reason for the policy	Transparency, Accountability and Fair Working conditions in general and clarity of the functioning of the respective domain in particular
10.	References for the policy	UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, Institutional work ethics and philosophy, etc.

Maintenance Policy

The horizontal and vertical spread of the college is possible significantly due to the acquiring of resources instruments, apparatus, equipment, furniture and fixtures of varied sizes, costs and proportions. These are the tools that help -

1. The executive to monitor the various processes and activities being conducted in the college.
2. The administrative staff to streamline office work; record of learners admitted, provide technical support, and help to learners and maintain necessary service records of the staff
3. The Librarian and her staff to administer the Learning resources for the benefit of the faculty and learners. The faculty - so that they may have unhindered support for academic deliverance and enhance the quality of the teaching-learning-evaluation process followed in the college. The learners - so that they may get a comfortable ambience conducive to good learning and hassle-free services from the college.

To extract maximum output from the various instruments, apparatus, equipment, furniture and fixtures as mentioned above as also the infrastructure facilities of the college it is essential that they are always un-faulted and in a ready to use state

There are broadly two types of facilities involving the instruments, equipment, furniture and fixtures in the college:

- I. Those which are major and for common utility like the electrical appliances in the college office, classrooms, corridors and common passages, the Principal's office etc. and
- II. Those with the individual Departments serving specific roles for the departments like laboratory instruments, gadgets, tools, equipment etc.

Standard Operating Procedures (SOPs) for the repairs and maintenance as also for upgrading the infrastructure and support facilities are well prescribed by the college administration to ensure their optimum utilisation. These SOPs are ISO 9001:2015 Certified by qualified Auditors periodically.

1. The Dead-Stock Registers which is in maintained by the Dean Administration for the items mentioned in I above and the respective Heads of Departments for items mentioned in II above ensures that a proper record of every item acquired by the college and Department is recorded as to its purchase procedure with date as also its repairs and maintenance.
2. The Repairs and maintenance committee takes stock of the various items in the college four times in a calendar year from the Dean Administration and the respective Heads of Departments with respect to their current status and prepares a report recommending required repairs and functionalities as also the urgency and entailing costs for the same.
3. The Convener of the Repairs and Maintenance Committee then submits the report to the Principal of the college who then forwards it to the budget committee of the college.
4. The budget committee considers the urgency and costs, and the budgetary provisions may advise the principal accordingly who may then issue orders to the concerned sections or departments to act accordingly.
5. Provision for the annual maintenance contracts for all major equipment, instruments and furniture and fixtures is made every year in the budget.
6. The annual maintenance contracts for major instruments etc. are awarded to service providers on the basis of a transparent policy for the same. This is done by paying the AMC fees for a best period of service years from the vendor.
7. Repairs and maintenance of minor instruments and of minor nature are on the basis of the budgetary provisions made for the same.
8. The principal has the power to allow any urgent repair work without prior approval
9. Expenses for Minor repairs are met by the respective departments from the petty expenses fund by prior approval of the principal.
10. With approval of the Governing Body and as suggested by the CDC of the college, the Principal may be allowed to appoint need based staff on daily wages or on contract basis to carry out cleanliness jobs for water closets, open spaces, passages, gardens etc.in the college premises.
11. General cleaning of the benches, desks and furniture in the classrooms and laboratories is performed by the peons and laboratory and Library attendants.

12. The laboratory assistants look after the care and maintenance of the instruments and equipment in the laboratory and are required to report to the Head of the concerned department about the need for repairs or malfunctioning of any instrument, equipment or furniture and fixtures in the laboratory.
13. The College has a Maintenance In-charge who looks after the upkeep of infrastructure, facilities and equipment with the help of skilled workers.
14. Housekeeping staff is appointed to keep the campus clean.
15. Cleaning of classrooms, laboratories, Gymkhana and library is carried out by the peons.
16. AMC is given for lift, air conditioners, computer hardware and software, website, gardening, pest control and fire extinguishers, security and housekeeping.
17. Repair and maintenance of electrical equipment and furniture are done on call basis.
18. Computer lab attendants take care of the computers, allied gadgets, installation, maintenance of LAN and Internet.
19. 120 CCTV cameras are installed in the main College building and 70 in the Annexe to monitor and record campus movement for the purpose of safety and security. Additional CCTV cameras shall be installed as per need.
20. Watchmen for security are available 24 x 7 in the College
21. Prior booking of auditoriums and multipurpose Hall with date and timing is made for their optimum utilisation
22. Classroom for conducting an event is allocated with prior permission and the event in-charge takes the responsibility of ensuring cleanliness of the class
23. Laboratory rules and regulations are prepared and displayed for students.
24. The IT coordinator looks after the updating and purchasing of IT related things.
25. Inventory of hardware and software in the organization, is maintained and updated regularly.
26. Back-up of all the main servers is taken at regular intervals.
27. Instructions for server start up and shut down procedures are defined and displayed for the employees.
28. Licensed Copy of Anti-Virus is obtained. Anti-virus software is updated monthly on the server and setup/downloading instructions are circulated to the employees.

29. The college website is maintained regularly by the website developer.
30. Gymkhana is utilised for conducting intra and inter collegiate tournaments besides regular practice under able guidance of the chairperson.
31. AMC of Library software is given. Library website is maintained by the library staff.
32. Maintenance of furniture and electrical equipment is done through visit on call basis.
33. Pest control is also carried out at regular intervals.

The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities. Needs assessment is done and budget allocation for the same is done to ensure smooth and effective functioning of the institution. The Principal, Vice-Principal and the Office Superintendent prepare the budget and place it before the College Development Committee (CDC) of the College for approval. The CDC approves the budget for various activities and ensures that there is an optimum utilization of funds. Purchases are taken care of by the Purchase Committee. The midterm review of the fund is done in the month of January. The College Development Committee takes care of the overall development of the college.