



Khandesh College Education Society's
Post Graduate College of Science, Technology and Research, Jalgaon
M. J. College Campus, Jalgaon, Maharashtra
Awarded 'B+' Grade by NAAC with CGPA 2.52 in 1st cycle
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Recognized by Govt. of Maharashtra vide G. R. No. NGC 2010/247/10 & Affiliated to K. B. C. North Maharashtra University, Jalgaon

POLICY MAINTENANCE

Policies for Maintenance of Physical, Academic and Support facilities:

• Policy statement

It is ensured that all the physical, academic, and support infrastructure is well equipped and maintained in the most-effective manner possible to support the delivery of high-quality teaching and learning in the College without any service interruptions.

• Objectives

- To offer maximum service at best and at least cost to the College.
- To develop an action plan and procedures for maintenance, repair and replacement of all equipments to sustain the delivery of quality teaching and learning in the College.
- To ensure proper use of allocated Institutional funds for Physical, Academic and Support facilities.

• Scope

- The ASSET REGISTER contains the details of all hi-tech equipment, machinery, and guarantees /warranties of the equipment's – physical, academic, and support the infrastructure of the College, and it is available in the administration office. Records in the assets register to include:
 - Date of Purchase
 - Name & Details of Fund utilized to purchase
 - Purchase Invoice Details
 - Purchase Price
 - Contact details for servicing contract
 - Location of equipment/machinery in the College
 - The In-charge staff member responsible for day to day checking
 - Ensure the replacement of equipment and furniture in a procedural way, regularly without service interruptions.
 - Ensure the effective utilization of resources for teaching, learning, and research.

Procedure for Maintenance

The following methods provide acceptable and effective maintenance and repair of the resources;

A. Maintenance of Property

- I. Regular lubrication of equipment.
- II. Checking of equipment's component to ensure proper operation of all electrical equipment, including lifts and generators.
- III. Acquire maintenance contract from the supplier/ vendor for all the equipment purchased and contacting them for servicing major equipment defects with or without warranty.
- IV. Periodically regular clean-up of overhead water tanks, rainwater sump, well, bore-well.
- V. Periodical maintenance is carried out annually.
- VI. Regular cleaning of the garden, sports ground and parking area is done every day.

Preventive maintenance program includes.....

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| i. Rainwater drainage, | ii. Emergency lighting |
| iii. Exterior lights, | iv. Fire extinguishers |
| v. Mechanical equipment and vehicles | vi. Sanitary drains |
| viii. Plumbing and drainage systems | |

B. Repair

- i. Repair is carried out based on the request by the workshop in charge.
- ii. For equipment under warranty, the supplier is informed about taking corrective action.
- iii. For equipment outside the warranty, first, the college technician tries to rectify the issue if possible. Any faults that can't be remedied by local technicians will be handed over for external servicing.

C. Replacement

- I. Any parts to be replaced during repair servicing will be purchased in compliance with the College's financial rules and regulations.
- II. Any equipment and furniture found to be outdated or not repairable due the unavailability of spares or any other reasons will be replaced as a whole.

D. Support

- I. Adequate housekeeping staff is available at any point of time during the working hours of the College and various special programmes.

- II. The appropriate necessary number of housekeeping staff to all the floors of the College to ensure clean classrooms, lecture halls, computer labs, and toilets for students and staff use.
- III. The toilets are regularly cleaned on scheduled times daily is taken care by the college.
- IV. The student's and staff's special request for arrangements of workshops, conferences, and other such academic, co-curricular programs are met as and when requested is properly ensured.

E. Inspection Programme

The inspection will include the following areas:

- i. Building exteriors, ii. Common areas, iii. Site (grounds) & iv. Health and safety

F. Landscaping and Grounds.

The College will prepare a routine maintenance schedule which will include the following essential activities:

- i. Litter control
- ii. Maintenance of parking lots
- iii. Maintenance of playgrounds, benches, and fences

G. Interior Painting

The appearance and condition of the paints within each unit are essential to unit condition and resident satisfaction. Accordingly, the College will develop a plan to ensure that interior paint in resident dwelling units is satisfactorily maintained. As part of this plan, painting standards that will be developed include:

- i. Surface preparation ii. Protection of non-painted surfaces
- iii. Color and furnish iv. Paint quality, v. Methods of the application approved

The plan will set out the conditions for the consideration of a painting request. These standards include the period that has elapsed since the last time unit was painted. Alternatives for the performance of the work will be covered. The conditions under which a resident will be allowed to paint his or her own unit will also be catered for.

- **Monitoring & Review of the Policy:** This Policy shall be reviewed every five years. However, a review can be done earlier if the need arises.
