

GIF'S SHREE JAYA ANAND COMMERCE AND SCIENCE SENIOR COLLEGE (NIGHT)

Maintainance Policy

GOODWILL INTERNATIONAL FOUNDATION'S SHREE JAYA ANAND COMMERC AND SCIENCE NIGHT COLLEGE THANE (W) is committed to maintain its infrastructure in high class working condition. The College has a distinct and systematic mechanism for maintenance and upkeep of its own facilities. The infrastructure shall be maintained as follows:-

- a. Annual Maintenance Contract (AMC) by external agencies
- b. Continuous maintenance by the faculty/ concerned support staff members

The following table depicts the policy for maintenance of important facilities at the campus either by an AMC or by some external agency on demand basis and its typical frequency.

SRN	NAME OF WORK	MODE OF MAINTAINANCE
1.	Computer Laboratory Repairs & Maintenance	<ul style="list-style-type: none">•The maintenance and repair of Computer systems or equipment is carried out by the respective departments with the help of laboratory assistants as well as external agencies, if required.• Warranty (One Year) from the Manufacturer shall be ensured at the time of purchase.• AMC shall be granted to outside agency that will provide one hardware technician during the working hours of the College.• The requisite spare parts and material shall be made available by the College.
2	Library	<p>The furniture shall be maintained by outsourced carpenter.</p> <ul style="list-style-type: none">• The pest control of books and furniture shall be carried out by outsourced agency.• The cupboard shall be periodically over oiled by the library attendant•Internal periodic audits are carried out in the library for maintaining wellness of the books.•Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.
3	Routine Sweeping and Cleaning	<ul style="list-style-type: none">• Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.

		<ul style="list-style-type: none"> •Support staff of the College shall carryout routine Cleaning.
4	Water Management	<p>The Underground and overhead water tanks shall be cleaned on monthly basis.</p> <ul style="list-style-type: none"> •The drinking water facility,water purifier , which provides 24 X 7 drinking water facility shall be cleaned by the appointed external agency under AMC. • All water taps shall be checked on monthly basis by the supervisor. I
5	General Maintenance	<ul style="list-style-type: none"> • General maintainance shall function directly under the direction of the Management. They shall be entrusted with the duty and responsibility of civil maintenance, electric and furniture repairs
6.	Class rooms	<ul style="list-style-type: none"> •.Every department has a faculty in-charge/ Class-Teacher (CT) who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities. • The Class-Teacher (CT) will resolve the problem through the Head of the Department following the internal operating procedure.
7.	Security of the Campus	<p>24 X 7security services shall be hired from the Professional security agency.</p> <ul style="list-style-type: none"> • The CC TVs shall be installed throughout the campus to ensure continuous surveillance. • The floor peons shall be entrusted with the responsibility of maintaining discipline on the concerned floor
8.	Website	<p>The College website shall be maintained by the IT Professional appointed.</p>
9.	Electrical	<ul style="list-style-type: none"> • Weekly monitoring of electrical systems such as tube lights, fans, UPS, and batteries is carried out and its status is communicated to the admin office. • The suppliers/service providers are approached in case of any major fault.