

Dnyan Prabodhini Mandal's
Shree Mallikarjun and Shri. Chetan Manju Desai College
Canacona Goa

**POWER BACKUP SYSTEM
PESTS/WEEDS CONTROL
FIRE EXTINGUISHERS
WASTE DISPOSAL
HOUSEKEEPING
ELECTRONICS
ELECTRICAL
PLUMBING
GENERAL
LABS
CIVIL**



**MAINTENANCE
POLICY**



MAINTENANCE POLICY

Dnyan Prabodhini Mandal's Shree Mallikarjun and Shri. Chetan Manju Desai College of Arts and Commerce, Delem, Canacona is committed to excel and impart quality education by maintaining its available resources. The Dnyan Prabodhini Mandal, Teaching Faculty, Non-Teaching Staff and Students are committed towards this maintenance policy.



Maintenance Policy Adopted on: 20/06/2018

First Revision on:

**Dr Manoj S. Kamat
Principal**





1. Preliminary Obligation.

- i) The maintenance committee shall be appointed every three years comprising of management representative, academic head of the institute, vice-principal, three faculty members, one representative of the purchase committee and one LDC designated as the **Maintenance Supervisor**.
- ii) The maintenance committee shall meet every six months to discuss the issues related to the maintenance of infrastructure and learning resources.
- iii) The maintenance committee shall address all the service/ repair/repaint/reworks of college.
- iv) The maintenance committee shall reserve all rights to accept or postpone the maintenance work based on the availability of funds.
- v) Academic head of the institute and vice-principal can consider the urgent maintenance work on case to case basis, based on the availability of funds.



2. Maintenance Procedure

- i) Concern department/faculty/student in a need of repair and maintenance work has to register the complaint in the office register giving the details of the maintenance/repair work.
- ii) Maintenance the supervisor shall bring to notice of the vice-principal nature and urgency maintenance work.
- iii) Maintenance supervisor shall sign the job completion report.
- iv) Report shall be marked to the Accountant.
- v) Bills generated should be processed through the concerned authorities and forwarded through head of the institute for final payment.
- vi) All monthly maintenance bills are brought to the notice of the head of the institute.



3. Annual Maintenance Contract (AMC)

The college shall have AMC for:

- 1) Housekeeping
- 2) Civil
- 3) Plumbing
- 4) Electrical
- 5) General electronics
- 6) Power backup systems
- 7) Fire extinguishers
- 8) Pests/weeds control
- 9) Waste disposal
- 10) Language, Geography, Science & IT Labs
- 11) Any other, deemed necessary by the Principal



4. Maintenance Supervision

All the peons/MTS shall be appointed as subordinates to maintenance supervisors of different section of the college. Subordinates to maintenance supervisors should weekly check the facilities like the air conditioner, fan, lights, sound systems and other for their proper functioning. The register shall be maintained in the office to duly sign the supervision activity.



5. Complaint and Suggestion Box

Anonymous complaints/suggestions from faculty/staff/student are welcomed for improving the quality of the infrastructure and learning resources. Such complaints/suggestions shall be considered in meetings of the committee.

The college will follow **OPEN DOOR POLICY** to facilitate free and frank dialogue for improvement.

FEEDBACK is to be solicited from all stakeholders, oral and written, in formal or informal manner through variety of channels such as e-mail, WhatsApp, Facebook Group, letters, Suggestion Box and Personal Visits.



6. Strictly prohibited in the college

The following acts are strictly prohibited in college under the maintenance policy and could be punishable up to Rs. 10,000 or more, depending on the severity of the act.

- i) Pasting any kind of paper/notices/brochures on walls or doors.
- ii) Littering in college.
- iii) Chewing tobacco, smoking and drinking alcohol.
- iv) Writing on benches and college infrastructure.
- v) Any act that causes damage/misuse college property by any means.



The Maintenance Policy can be revisited, reviewed and necessary additions/deletions can be made by the Competent Authority as deemed necessary, from time to time.

