

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

REPAIRS AND MAINTENANCE POLICY

Dnyan Prabodhini Mandal's Shree Mallikarjun and Shri Chetan Manju Desai College (SMC) is committed to excel and impart quality education by maintaining its available resources. The SMC management, faculty, non-teaching staff and students of SMC are committed towards this maintenance policy.

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 at min of six months or at any time needed to discuss the issues related to the repairs and maintenance of infrastructure and learning resources.
- iii) The maintenance committee shall address all the service/ repair/repaint/reworks of the college.
- iv) The maintenance committee shall reserve all the 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 a case-to-case basis, based on the availability of funds by conveying the maintenance committee meetings.

2. Maintenance procedure

- i) Concern department/faculty/student in a need of repair and maintenance work has to register the complaint in the maintenance register giving the details of the maintenance/repair work.
- ii) Students are encouraged to meet the Principal and place their grievances as needed. The Principal then directs the complaint to the maintenance supervisor.
- iii) As a part of regular exercise, the Principal/ maintenance supervisor may note the need for repairs and maintenance.
- iv) Base on AMC and the nature of complaints the maintenance supervisor calls within 24 hours the service vendor and gets the repairs done.
- v) Maintenance the supervisor shall bring to notice of the Principal the nature and urgency of maintenance work.
- vi) Maintenance supervisor shall sign the job completion report.
- vii) Bills shall be marked to the accountant.

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Revision 2


Approved by IQAC 01/09/2021




Principal

viii) Bills generated should be processed through the concerned authorities and forwarded through the head of the institute for final payment.

ix) All monthly maintenance bills are brought to the notice of the head of the institute.

3. Annual Maintenance Contract (AMC)

The college shall have has AMC for 3 years for stationary, xerox, housekeeping, civil, fabrication, plumbing, electrical, computer, CCTV, air condition systems, power backup systems, fire extinguishers, waste disposal, laboratory consumables and equipment.

In case of renewal of the AMC, the following points may be taken care of while sending the proposal for renewal of AMC.

- i) AMC should be from a prospective date. In order to ensure this, the Department concerned shall inquire to initiate action for renewal of AMC at least 30 days before the expiry of previous AMC.
- ii) In case of renewal, the service report/ log book (of Xerox copier) should be sent along with the proposal.
- iii) In case of any increase in AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the intend.

4. Maintenance supervision

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

5. Complain and Suggestion box

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

The college follows OPEN DOOR POLICY to facilitate free and frank dialog for improvement.

Feedback is to be solicited from all stakeholders oral and written, formally or informally through a variety of channels such as email, 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. 10000 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.

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iii) Chewing tobacco, smoking and drinking alcohol.

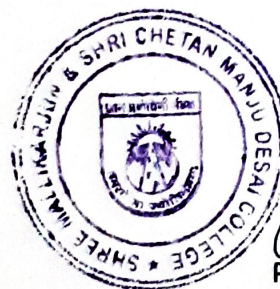
iv) Writing on benches and college infrastructure.

v) The act that causes damage/misuse of college property by any means.

The Repair and Maintenance Policy can be revisited, reviewed and necessary addition deletions can be made by the competent authority as deemed necessary, from time to time.

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Principal