

# **ACHIEVERS COLLEGE**

## **of Commerce & Management, (Night College) Kalyan**

### **Maintenance Policy**

Achievers College 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.

<b>SRN</b>	<b>Name of work</b>	<b>Mode of Maintenance</b>
<b>1</b>	Computer Laboratory Repairs & Maintenance	<ul style="list-style-type: none"><li>• Warranty (One Year) from the Manufacturer shall be ensured at the time of purchase.</li><li>• AMC shall be granted to outside agency that will provide one hardware technician during the working hours of the College.</li><li>• The requisite spare parts and material shall be made available by the College.</li></ul>
<b>2</b>	Laboratory equipments	<ul style="list-style-type: none"><li>• Warranty from the manufacturer shall be ensured at the time of purchase.</li><li>• Services of repairs and maintenance shall be hired from external agencies.</li></ul>
<b>3</b>	Library	<ul style="list-style-type: none"><li>• The furniture shall be maintained by outsourced carpenter.</li><li>• The pest control of books and furniture shall be carried out by outsourced agency.</li><li>• The automated shelves shall be periodically over oiled by the library attendant.</li></ul>
<b>4</b>	Routine Sweeping and Cleaning	<ul style="list-style-type: none"><li>• Class-IV support staff of the College shall carryout routine Cleaning.</li><li>• The Class rooms and other infrastructure shall be maintained in clean and hygienic condition.</li><li>• The Canteen shall be maintained by the concerned canteen contractor</li></ul>
<b>5</b>	Water Management	<ul style="list-style-type: none"><li>• The Underground and overhead water tanks shall be cleaned on monthly basis.</li><li>• The water cooler available on each floor shall be cleaned by the appointed external agency under AMC.</li><li>• The Boring water shall be used for all the college toilets and its shall be maintained periodically.</li><li>• All water taps shall be checked on monthly basis by the supervisor.</li></ul>

6	General Maintenance	<ul style="list-style-type: none"> <li>For civil jobs, the college shall have a dedicated team of Architect, Interior Designer, Civil Engineer, Structural Engineer supported by plumbers, electricians, carpenter, gardeners, masons, painters etc.</li> <li>This team 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.</li> </ul>
7	Green Campus Maintenance	<ul style="list-style-type: none"> <li>One of the staff shall daily water all the plants in the College campus.</li> <li>The gardener shall be appointed for garden maintenance ensuring weekly visit</li> </ul>
8	Security of the Campus	<ul style="list-style-type: none"> <li>24 X 7 security services shall be hired from the Professional security agency.</li> <li>The CC TVs shall be installed throughout the campus to ensure continuous surveillance.</li> <li>The floor peons shall be entrusted with the responsibility of maintaining discipline on the concerned floor</li> </ul>
9	Canteen Maintenance	<ul style="list-style-type: none"> <li>The Canteen Committee consisting of teaching and support staff shall be appointed to ensure a clean and friendly environment of canteen, with a delicious and hygienic food at subsidized rates.</li> </ul>
10	Website	<ul style="list-style-type: none"> <li>The College website shall be maintained by the IT Professional appointed under AMC.</li> <li>The Notices and Updates shall be carried out by the College IT Staff.</li> </ul>
11	Intercom	<ul style="list-style-type: none"> <li>The intercom for the effective communication within the campus shall be maintained under AMC with the clause of preventive as well as breakdown maintenance.</li> </ul>

A ‘maintenance register’ shall be maintained wherein complaints regarding repairs and maintenance of various facilities in the campus shall be registered regularly by the staff members which shall be attended by concerned technical persons on regular basis.

