



Maratha Vidya Prasarak Samaj's
KPG Arts, Commerce and Science College, Igatpuri, Dist- Nashik

MAINTENANCE POLICY

The responsibility of maintenance and repair of infrastructure facilities, services and equipment rests with the College Development Committee. The funds required for the purpose are allocated in the annual budget. Parent Institution has policy for Maintenance under which yearly Annual Maintenance Contracts are given to agencies by calling tenders through newspaper advertisement by Central Office of MVP Samaj's Nashik. Finalized list of AMC Service providers / Agencies / dealers / contractors / sellers are sent to college with price. For systematic utilization and Maintenance of computing equipments, electrification, civil work College constitutes various committees which ensure the work done.

The building is regularly maintained to prevent damages. General housekeeping is taken care of by peons along with maintaining of the Campus Trees, plants, botanical garden, and ground. Vermi compost pits are maintained by peon of Zoology Departments. Every Week the entire premises including classrooms, laboratories, library, passages, and toilets is cleaned by Peons. Sanitary materials are regularly provided to peons. Leaking pipes and taps are fixed up. Fire extinguishers had been placed at prominent places and refilled every year for Fire Safety. Cleaning of Solar panels is done twice a week. Safety equipment, pump, and pipe are provided to the staff. Pest control is undertaken every year. CCTV cameras are placed at prominent places for security. A Security Guard has been appointed to maintain security.

ICT Equipment: College has 02 Computer laboratories and departmental computers. Daily Cleaning of ICT equipments is done by peons for dust free environment. College ICT committee identify the computer and network problem if occur. For minor issue remote access is given to technician and for major issue technician visit the college and solved the problem. In case of major hardware replacement quotations are called by service providers and by with prior permission hardware's are replaced.

Software Maintenance: iT Soft Developers Nashik provides software upgradation and maintenance regarding ERP software used by college for administrative and library departments. Multinet Computer Nashik helps to rectify issues related to software like quick heal, Talley, windows, MS Office etc.

Library: Library floor was renovated in 2017-18 by using vitrified tiles. Library is daily cleaned by peon. Library cupboards, study tables, stools are repaired by local carpenters as per need. For major issue Parent Institutes ITI staffs carries out the work. Pest control and anti termite treatment is done during vacation.

Furniture: Table, Benches, Stools and cupboards are repaired by MVP ITI Nashik or by approved agencies (Vishwakarma Furniture Company Nashik / Swami Samarth Furniture Company Nashik /Sharma Furniture Company Nashik)

House Keeping: For housekeeping activities peons are provided with brooms, handglowes, washing clothes etc.

Sport Ground: Sports grounds are replenished with water as per need or twice in week by staff. Students volunteered in this process and ground marking is done with white powder.

Electrical: Local electrician is call on demand for smaller issues. For major issues parent institutes approved electricians are called. Work estimates through quotation are finalized. After approval and sanction the work is carried out.

Garden: Gardening equipments are provided to staff for lawn cutting. Leafs are collected and put into vermin compost units for making manures.

Vermi-compost Unit: Staff sprinkle water into vermin compost unit to keep moisture and mixture is done by periodic stirring for proper oxidation.

Fire Extinguisher: External agency is refilled Fire Extinguisher units every year. Training about how to operate these equipments is given to staff by that agency.

Laboratory Equipments: Laboratory attendant's clean glassware's after practical sessions.

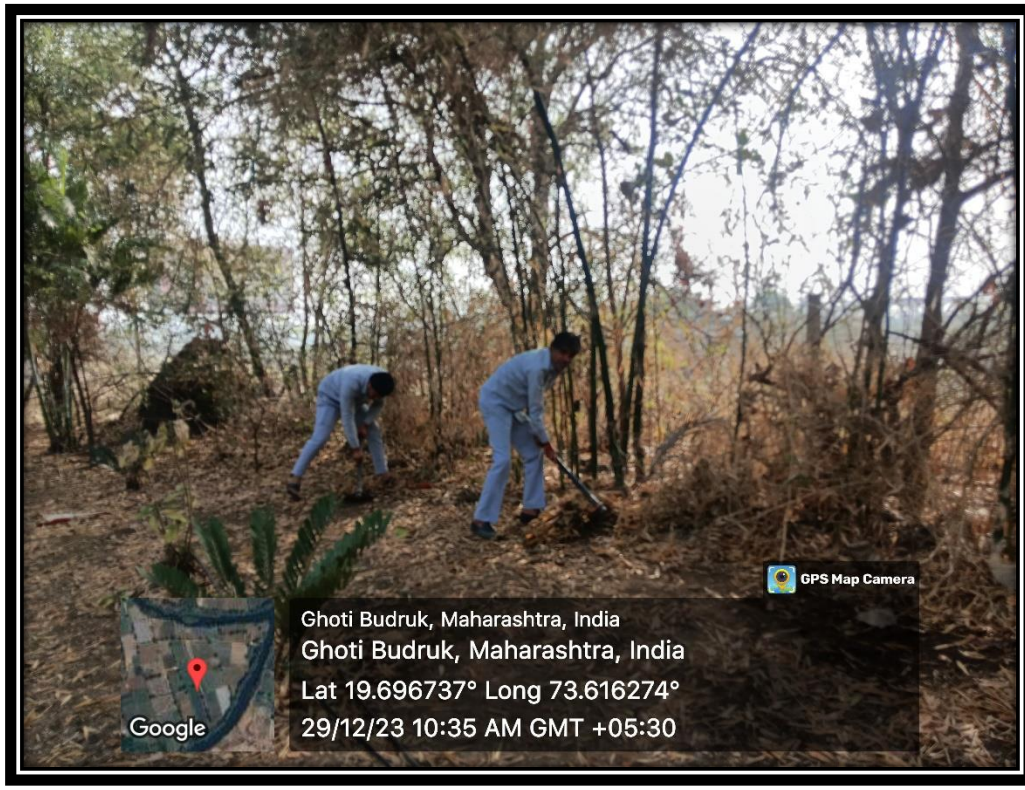
Water Supply: Water purifier machines maintenance is done by external agency as per need.

Civil Work: Parent institution maintains of buildings civil work through tender process as per need.

Toilets: Toilet cleaning is done on weekly basis using sanitation liquids like phenyls.

- The mechanism for maintenance and upkeep of the infrastructure facilities and equipment of the college is as follows:
- Maintenance of electricity and water supply is done at the local level.
- Major maintenance requirements (if any) such as coloring, water proofing etc. are solved through vendor / supplier / dealer decided for Annual Maintenance Contract.
- Maintenance of garden and play ground is looked after by two dedicated non teaching staff.
- The equipment maintenance is done through annual maintenance contract or through vendors on call basis.
- Maintenance of lavatory is done on contract basis.
- We hire technical staff for maintaining computer and networking facilities. Some of the members are stationed near the campus so that they are available at short notice. The UPS maintenance services are hired as and when required.

CLEANING & MAINTENANCE



Gardening



Water for plants



Toilet Cleaning



Varmi Composted Unit



Cleaning