

Mohindar Singh Kabal Singh Degree College of Arts and Commerce, Kalyan (W)

Maintenance Policy

Mohindar Singh Kabal Singh College is committed to maintain its infrastructure in good 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 Maintenance
1	Computer Laboratory Repairs & Maintenance	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • The furniture shall be maintained by outsourced carpenter. • The pest control of books and furniture shall be carried out by outsourced agency. • The automated shelves shall be periodically over oiled by the library attendant.
3	Routine Sweeping and Cleaning	<ul style="list-style-type: none"> • Class-IV support staff of the College shall carryout routine Cleaning. • Class rooms and other infrastructure shall be maintained in clean and hygienic condition. • Canteen shall be maintained by the concerned canteen staff.
4	Water Management	<ul style="list-style-type: none"> • The Underground and overhead water tanks shall be cleaned on monthly basis. • All water taps shall be checked on monthly basis by the supervisor.

5	General Maintenance	<ul style="list-style-type: none"> • For general maintenance the college has appointed Electrician, Hardware engineer, who shall function directly under the directions of the management. The college also have plumbers, painters, furniture repairs etc.to work as and when needed.
6	Green Campus Maintenance	<ul style="list-style-type: none"> • One of the staff shall daily water all the plants in the College campus.
7	Security of the Campus	<ul style="list-style-type: none"> • 24 X 7 security services shall be hired from the Professional security agency. • 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	<ul style="list-style-type: none"> • The College website shall be maintained by the IT Professional appointed under AMC. • The Notices and Updates shall be carried out by the College IT Staff.