

MAYNAGURI COLLEGE



MAINTENANCE POLICY

FEBRUARY 2020




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri

MAINTENANCE POLICY

1. INTRODUCTION

1.1 Purpose: The purpose of this document is to establish a comprehensive maintenance policy for Maynaguri College, ensuring that all facilities, infrastructure, and equipment are maintained in optimal condition. This policy aims to provide a safe, functional, and aesthetically pleasing environment conducive to learning and working.

1.2 Scope: This policy applies to all physical and digital assets of Maynaguri College, including buildings, campus grounds, electrical equipment, and computer peripherals. It is applicable to all faculty, staff, and students.

2. INFRASTRUCTURE MAINTENANCE

2.1. Objectives:

- Ensure all buildings and infrastructures are safe and functional.
- Conduct regular inspections and preventive maintenance.
- Address repairs promptly to prevent deterioration.

2.2. Procedures:

1. Regular Inspections

- Conduct quarterly inspections of all buildings and infrastructure.
- Document any issues and create a maintenance schedule.

2. Preventive Maintenance

- Perform routine maintenance tasks such as painting, plumbing checks, and HVAC servicing.
- Schedule maintenance activities during breaks to minimize disruption.

3. Repairs and Renovations

- Address minor repairs immediately.
- Plan and budget for major renovations and upgrades annually.




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri

4. Safety Compliance

- Ensure all infrastructures meet local safety regulations and standards.
- Regularly update safety equipment and signage.

2.3 Responsibilities:

- The Maintenance Committee should conduct regular inspections.
- The Administration is responsible for budgeting and approving major repairs and renovations.
- Faculty and staff should report any maintenance issues promptly.

3. CAMPUS MAINTENANCE

3.1 Objectives:

- Maintain a clean, green, and aesthetically pleasing campus environment.
- Ensure campus grounds are safe and accessible.

3.2 Procedures:

1. Landscaping and Gardening

- Hire professional gardeners for regular upkeep of lawns, gardens, and trees.
- Plant seasonal flowers and maintain greenery.

2. Waste Management

- Implement a waste segregation system.
- Schedule regular waste collection and disposal.

3. Cleanliness

- Employ cleaning staff to maintain cleanliness of all campus areas.
- Conduct daily cleaning of classrooms, corridors, washrooms, and common areas.

4. Safety and Accessibility

- Regularly inspect walkways, parking areas, and other campus facilities for hazards.
- Ensure all areas are accessible to differently-abled individuals.

3.3 Responsibilities:

- The Cleaning Staff is responsible for maintaining cleanliness.




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri

- The Maintenance Committee oversees waste management and safety inspections.

5. ELECTRICAL EQUIPMENTS MAINTENANCE

5.1 Objectives:

- Ensure all electrical equipment is safe and operational.
- Conduct regular maintenance to prevent breakdowns and hazards.

5.2 Procedures:

1. Inventory and Inspection

- Maintain an inventory of all electrical equipments.
- Conduct monthly inspections to check for wear and tear.

2. Preventive Maintenance

- Schedule regular servicing of electrical installations, generators, and appliances.
- Replace worn-out parts proactively.

3. Safety Checks

- Conduct electrical safety audits annually.
- Ensure all electrical equipment complies with safety standards.

4. Repairs and Replacements

- Address electrical faults immediately to prevent hazards.
- Budget for the replacement of outdated equipment.

5.3 Responsibilities:

- The Maintenance Committee is responsible for inspections, maintenance, and repairs.
- The Administration is responsible for budgeting and approving replacements.
- All college members should report electrical issues promptly.




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri

6. COMPUTER PERIPHERALS MAINTENANCE

6.1 Objectives:

- Ensure all computer peripherals are functional and up-to-date.
- Minimize downtime and disruption caused by equipment failure.

6.2 Procedures:

1. Inventory Management

- Maintain a detailed inventory of all computer peripherals.
- Track the usage and condition of peripherals regularly.

2. Regular Maintenance

- Schedule regular cleaning and servicing of computers, printers, and other peripherals.
- Update software and firmware periodically.

3. Repairs and Troubleshooting

- Provide a helpdesk for reporting and troubleshooting issues.
- Conduct prompt repairs or replacements of faulty peripherals.

4. Upgrades and Replacements

- Plan for regular upgrades to ensure peripherals meet current technological standards.
- Budget for and replace peripherals that are beyond repair or outdated.

6.3 Responsibilities:

- On the recommendations of the office administration and person in charge of computers and soft/hardware upkeep, the Maintenance Committee looks into inventory management, maintenance, and troubleshooting.
- The Administration is responsible for approving budgets for upgrades and replacements.
- Faculty, staff, and students should report any issues with computer peripherals promptly.

7. IMPLEMENTATION AND MONITORING

7.1 Implementation:

- Disseminate the maintenance policy to all college members.
- Train maintenance staff on procedures and safety protocols.
- Establish a maintenance schedule and assign responsibilities.




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri

7.2 Monitoring and Evaluation:

- Conduct periodic reviews of maintenance activities and outcomes.
- Collect feedback from faculty, staff, and students to identify areas for improvement.
- Update the maintenance policy annually based on feedback and technological advancements.

7.3 Reporting Mechanisms:

- Provide clear channels for reporting maintenance issues, ensuring timely responses.
- Encourage an open dialogue about maintenance needs and improvements within the college community.

8. CONCLUSION

Maynaguri College is committed to maintaining a safe, functional, and aesthetically pleasing environment. By adhering to the procedures outlined in this policy, we aim to ensure the longevity and reliability of our infrastructure, campus grounds, electrical equipment, and computer peripherals. Through regular maintenance and proactive management, we strive to create an optimal environment for learning and working, contributing to the overall success and well-being of our college community.




(Prof. D. K. Mukherjee)
Principal
Maynaguri College
Maynaguri
Jalpaiguri.
Principal
Maynaguri College
Jalpaiguri