



Women's Education Society's, Nagpur

**SMT. MANORAMABAI MUNDLE COLLEGE OF ARCHITECTURE,
SEMINARY HILLS, NAGPUR**

4.4.2 MAINTENANCE POLICY DOCUMENT

The institution has adopted the systems for maintaining the physical, academic and support facility- Laboratories, workshop, Library, Sports area, Computers, Classrooms etc.

- A history card is maintained for all the equipments
- Annual maintenance Contract (AMC) is given for maintenance of computers, Printers, Photocopy machines, water coolers/filters, etc
- A vendor is fixed for maintenance of books in library
- The lab in -charge or the concerned teacher/staff maintain the record of equipments, any other material and furniture of the lab.
- As and when required, or in case of the breakdown/repair, the Lab in charge shall inform the principal and contact the vendor of the equipment and get the equipment fixed after approval.
- Maintenance and repair of Library and sports related material is done through regular approved vendor.

There are various college level committees which look after the proper utilisation and maintenance of the infrastructure and supporting facilities like Library management committee looks after the maintenance of the library. Likewise, there are different committees and their maintenance policies are framed and presented here.

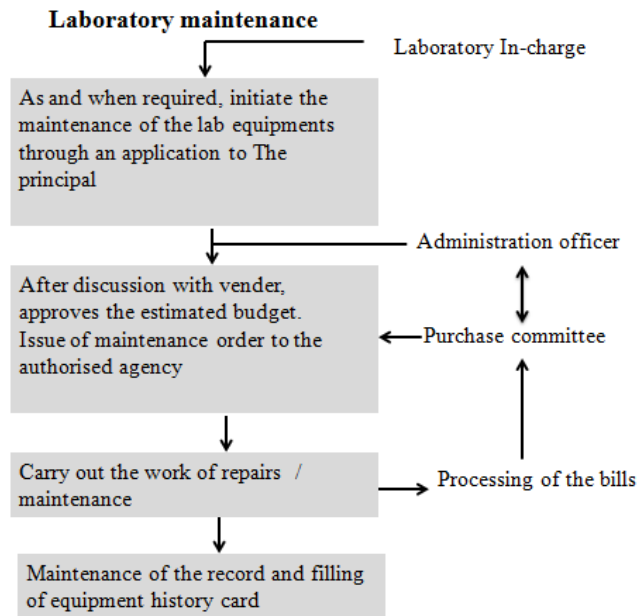
Laboratory Maintenance

Each laboratory has its in-charge/concerned faculty to look after the regular maintenance and procurement requirement of the lab. As and when required, lab in charge issues a maintenance request and the purchase committee. Based on the request, equipment maintenance work is assigned to the regular approved agency. The record of the maintenance of all the equipments and related records are maintained in the history card of the equipments.

Principal
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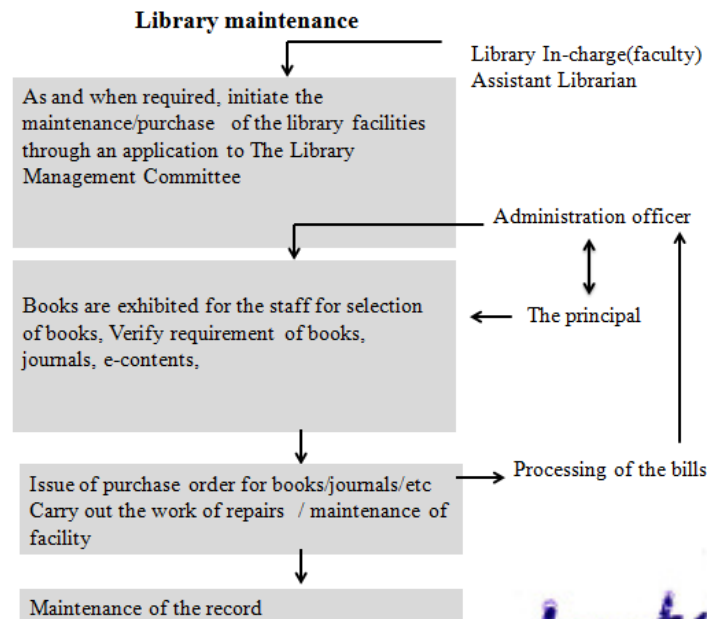


Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of laboratory equipments.



Library Maintenance

The Library is continuously updated in terms of latest books on architecture and allied subjects, journals and e-content. Regular exhibitions are held for the purchase of the new books. Library in charge periodically inspects the condition of the books and identifies the maintenance required. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of Library.



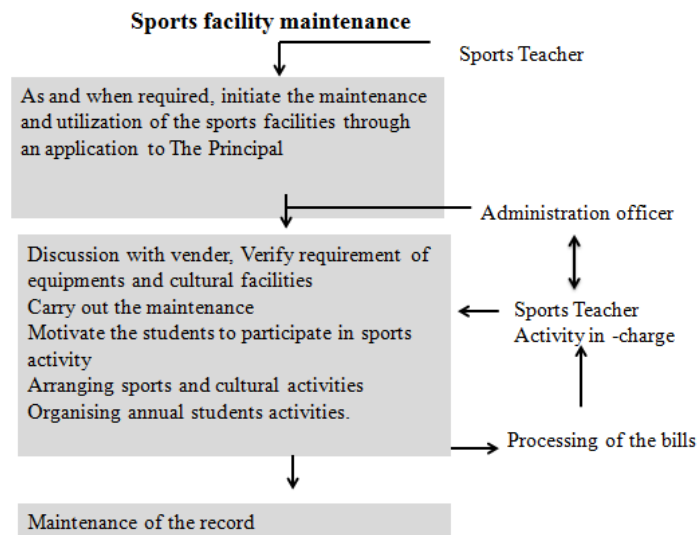
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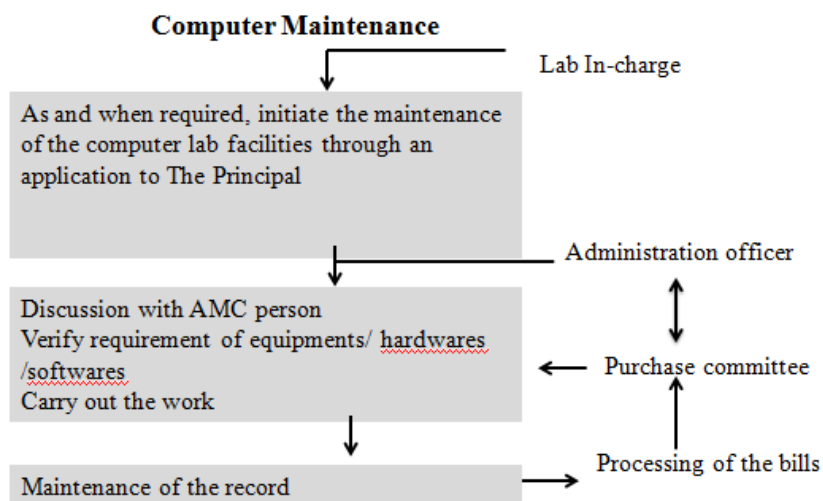
Maintenance of sports Facility

Sports teacher and Activity in-charge of the institution look after the sports and cultural activities. Annual sports and cultural events are organised and students are continuously motivated and encouraged to participate in these activities. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of sports facilities.



Maintenance of Computers

Computer lab and other computer hardware and software are maintained by Third party experts through Annual Maintenance Contract (AMC). Computer lab in charge looks after the maintenance of the lab facilities. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of computers.



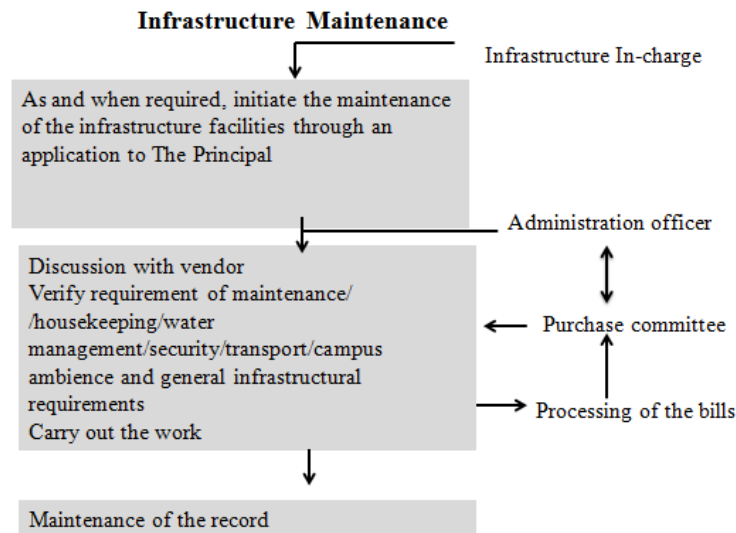
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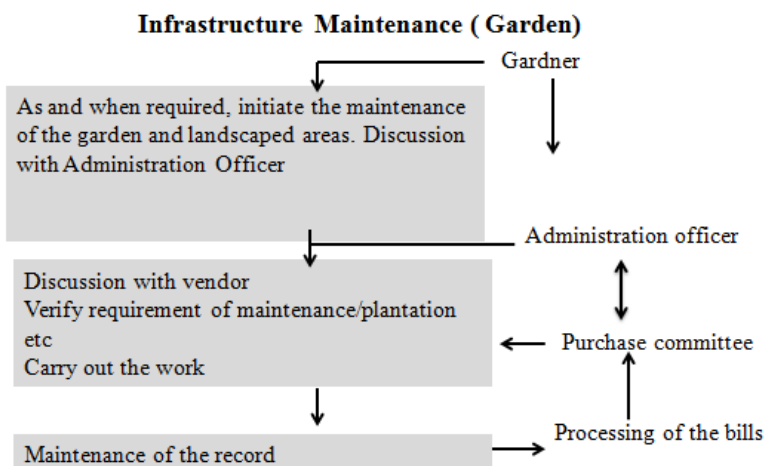
Maintenance of Institute Infrastructure

The general maintenance of the infrastructural facilities including classrooms, laboratories, library, admin areas, garden, parking and other areas is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of institute infrastructure.



Maintenance of garden

A gardener is appointed to look after the garden and landscaping areas. The general maintenance of garden is carried out regularly as per daily, fortnightly, monthly and yearly requirements by Infrastructure committee. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of garden and landscape areas..



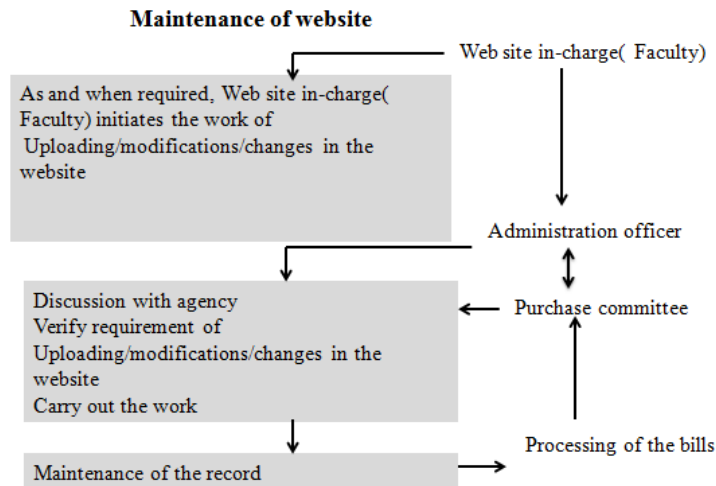
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Maintenance of Website

Third party agency is appointed to look after the maintenance of Institute official website. Following flow chart indicate the SOP (Standard Operating Procedure) adopted for the maintenance of college website..



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