



## **BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES**



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### **MAINTENANCE POLICY**

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**With effect from the Academic Year 2013-2014 onwards**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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### **Maintenance Policy**

Bunts Sangha's S.M. Shetty College is managed and governed by Powai Education Committee (PEC) and it takes utmost care in utilization and maintenance of campus facilities. Utmost care is given for efficient performance and endurance. Most of the maintenance contracts are in AMC mode and some of the maintenance is carried out by the in-house technical staff specially appointed for the purpose. The policy details of the system and procedure is laid down as under:-

1. **Library:** The Library is located on the 8<sup>th</sup> floor of the college building. The total area of the library facility is 1250 sq.ft and 125 students can be accommodated in the library at a time. Yearly two meetings of the library committee are called for upgradation of the library and maintenance of the library. The house keeping staff regularly cleans the library premises, the book cases, books and the computers. The IT team of the college takes care of the IT requirements of the library. The library committee discusses the integration of ICT into the library system. Library committee also recommends weeding of books which are out-dated to the management.
2. **Computer Laboratory:** College has 3 IT labs for UG programme students and 01 for PG programme students with a total of 179 computers. There are 2 lab assistants and there is a separate IT administration, consists of 5 IT technical people. This team looks after both the hardware and software. In case of any technical issues, it is reported to the IT team to fix it. Once in every month, the system are cleaned inside out. A proper record is maintained of the systems in terms of its configuration and the software installed. All the 4 labs premises are cleaned by the house-keeping staff every day and entry register is maintained to know teachers and students footfall.
3. **Class rooms:** College has 30 class rooms with wall mounted projectors in all the class rooms and also with Wi-Fi facility. There is integration of ICT facility in teaching learning process. The projectors and the Wi-Fi facility are periodically maintained by the IT team. The Class rooms are daily cleaned by our house keeping staff.

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4. **Computers:** Problems and technical glitches of computers installed in the library, office, staff rooms, sports room, extension activity rooms, vice-principles rooms and principle room are also attended by the IT team of the college. There is a separate register to record the complaints. In addition to this teaching faculty are provided with 19 laptops to facilitate teaching learning process. All these computers and laptops are regularly maintained by the IT team of the college.
5. **Auditorium, AV room, Conference room:** Auditorium has a seating capacity of 250 – 300 students, AV room has a seating capacity of 80-90 students and conference room has the seating capacity of 35 people. Auditorium, AV room and Conference room are used for co-curricular, extra-curricular activities, for seminars and conferences, fun fare, cultural activities and inter collegiate functions. The air-conditioners, projectors, sound system and electrical fittings are regularly checked and maintained by the designated staff (electricians) of the college. All these venues are cleaned daily by the house-keeping staff of the college.
6. **Air-conditioners:** All the 30 classrooms of the college, library, 4 IT labs, 2 staff rooms, Conference room, AV room, Auditorium, Principle room, Vice-principles room, College office are all air-conditioned. These air-conditioners are regularly maintained by AMC and there is a proper contract to this effect. Old air-conditioners are replaced as and when required.
7. **Electrical fittings:** College has installed cent per cent LED bulbs replacing the traditional ones. There are 2 designated and qualified electricians to look after complaints and electrical fittings of the campus.
8. **Sports facility:** College has appointed a full-time physical director as in-charge of sports and games. Also college has a turf-laid playground at the rear of the college with volleyball and basketball courts. The ground has also changing room facility for the playing students. The playground is surrounded by greenery with trees and flowers plants. These facilities are cleaned and maintained and watered by malis / support staff on day-to-day basis.

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9. **Electricity facility:** College gets its power supply from TATA power. College has also installed solar energy and solar energy generator is connected to the main Grid. In times of power failure alternative energy is supplied through generator. Two qualified electricians who are the staff of the college are regularly maintaining these systems.
10. **Water facility:** The campus receives water supply from BMC. There are 4 Sintex overhead Tanks on the terrace, RCC tank-1, Underground RCC tank -1 to collect and preserve the water. There are 2 borewells in the campus. There are drinking water facility to the students, two on the 6<sup>th</sup> floor, one on the 7<sup>th</sup> floor and one on the 8<sup>th</sup> floor. These facilities covered under the AMC. All these facilities are regularly monitored and maintained by the support staff.
11. **Canteen Facility:** The canteen facility is available in the campus. Canteen contract is given to the third party and takes care of its cleanliness and maintenance. Canteen waste is segregated into solid waste and liquid waste and regularly discharged and collected by the BMC. Canteen committee of the college coordinates the functioning of the canteen for effective maintenance and services.
12. **CCTV Cameras:** College has installed 139 CCTV cameras for the safety and security of our students, teachers and property. Entire premise of the college including each and every class room and passages are covered by these CCTV. There are 5 TV screens installed each in Principles room, Vice-principles room, Register's cabin, on the 7<sup>th</sup> Floor open space and in security chief's cabin. All these CCTV cameras are maintained by the IT team of the college.
13. **Garden:** Garden which consists of flower plants and trees which added greenery and beauty are watered and maintained by the support staff of the college.
14. **Big LED Screens:** There are two big LED screens installed on the front portion of the college. These screens highlight important activities of the college. College regularly upgrades the activities and IT team of the college maintains it.

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15. **Pest Control:** Regular pest control is done to the entire building and properties which are susceptible to pests. This is covered under the AMC.
  
16. **Lift Facility:** There are 4 lifts installed to the building. All lifts are covered under AMC for their maintenance.
  
17. **Disaster Management Facility:** The campus is safety compliant. We have all safety equipment's installed that ensures safety and security of our students, staff and property during any emergency situation or disaster. Every floor has fire extinguishers, hose pipes and alarm systems. We have necessary indicators to assist the people in the campus helping during such situation. Mock drills are conducted at regular intervals for the students and staff in the campus.

Feedbacks of the AMC contractors who are in-charge of maintenance are taken once in a year. If the college did not get satisfactory feedback, their contracts will not be renewed.

Date: 25/01/2014

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