



Progressive Education Society's Modern College of Arts, Science and Commerce


Ganeshkhind, Pune 411016.

Re-Accredited by NAAC with 'A' grade

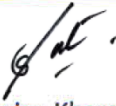
- ◆ Affiliated to Savitribai Phule Pune University: PUN / PN / ASC/ 089 (1992)
 - ◆ UGC - Recognition No.: F-8-290 /2006(CPP-I)
 - ◆ Best College Award by Savitribai Phule Pune University - 2013
 - ◆ DST-FIST sponsored college
 - ◆ STAR College Scheme sponsored by DBT.
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Maintenance Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will ensure maintenance of Infrastructure, Laboratory Equipment and Computer and related equipment.
2	Scope	Hardware & Equipment, Electric Maintenance, Air Conditioner Repair and maintenance, Garden Maintenance and Security & Housekeeping
3	Approved by	Head of the Institution / IQAC
4	Objective	<ul style="list-style-type: none"> • To improve the functioning of the institution through well maintained infrastructure, laboratory equipment, Hardware and efficient housekeeping services. • To maintain green cover by maintaining garden and improving aesthetic value of premises • Maintenance of electric appliances and high-end equipment to reduce the energy consumption.
5	Policy Statement	The well maintained infrastructure will enhance the smooth, speedy and quality work in different areas which will help in giving better services to the staff, students and community.
6	Procedure	<ul style="list-style-type: none"> • To maintain a record of thrust areas where maintenance is necessary. • The maintenance registers to be maintained by office, Library, Sports, Gymnasium, Garden, surrounding area and all academic departments. • The maintenance team to do regular monitoring and take necessary action for the repair and maintenance. • Call quotations for annual maintenance contract and calibration of equipment. • Call quotations for repairs wherever necessary. • Small repairs to be handled without quotations up to a sanctioned amount of Rs. 2,000/= • Petty cash to be sanctioned for departmental repair and maintenance requirements. • The work of Electrical repairs and maintenance and maintenance of Gas cylinders and accessories to be done after regular intervals. • The work of cleaning team to be monitored regularly and necessary accessories to be provided. • Maintenance of botanical garden and campus garden to be assigned to a team.


Ms. Varsha Joshi
Incharge


Parag Shah
IQAC Coordinator


Dr. Sanjay Kharat
Principal
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Policy document provides guiding principles and may change from time to time.