



Kharepatan Panchakroshi Shikshan Prasarak Mandal, Kharepatan's
ARTS, COMMERCE AND SCIENCE COLLEGE,
KHAREPATAN



Affiliated to University of Mumbai - No. ICM / I / 558 / 2012 - 13
 Swatantrya Sainik Guruvariya Veer Shankarrao G. Pendharkar Educational
 Campus, Kharepatan
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Principal

Mechanism Policy

Overview

The maintenance mechanism provides a structured approach to managing and executing the infrastructure maintenance policy. It ensures accountability, efficiency, and continuous improvement in maintaining the college's facilities and resources.

Maintenance Management Team

The Maintenance Management Team oversees and coordinates all maintenance activities, ensuring compliance with the maintenance policy. The team is structured with a Maintenance Manager responsible for overall coordination, planning, and execution of maintenance activities. An Assistant Maintenance Manager assists with daily operations, while Maintenance Supervisors are assigned to specific areas such as electrical, plumbing, HVAC, and grounds to ensure specialized attention. Technicians and support staff are skilled personnel responsible for carrying out maintenance tasks.

Responsibilities of the team include developing and implementing maintenance schedules, conducting regular inspections and audits, coordinating with external contractors and vendors, ensuring compliance with safety and regulatory standards, and preparing and managing the maintenance budget.

Maintenance Planning and Scheduling

Maintenance activities are planned, scheduled, and executed efficiently. The process involves developing an annual maintenance plan for all areas and scheduling regular inspections and preventive maintenance activities. Tasks are prioritized based on urgency and impact on operations, with resources allocated accordingly. A detailed calendar of all maintenance activities, including inspections, repairs, and upgrades, is maintained to ensure organization and efficiency.



Inspection and Reporting System

Regular assessments of the infrastructure's condition help identify maintenance needs. Inspections are conducted according to the maintenance schedule, using standardized checklists for different maintenance areas like buildings, electrical, and plumbing. A reporting system is implemented for staff and students to report maintenance issues, utilizing a digital platform to log and track reported issues. Documentation of inspection findings, maintenance tasks, and repairs performed is maintained, and reports are generated for management review and decision-making.

Budgeting and Resource Allocation

Adequate funding and resources are ensured for effective maintenance. The annual maintenance budget is developed based on projected needs and past expenditures, including funds for routine maintenance, emergency repairs, and upgrades. Resources, such as personnel, tools, and materials, are allocated based on priority and availability, with a focus on cost-effective procurement. Financial oversight involves monitoring expenditures against the budget and implementing cost-saving measures and strategies.

Vendor and Contractor Management

Effective management of external vendors and contractors is crucial for maintenance activities. Criteria are established for selecting qualified vendors and contractors, with a bidding process for major projects and procurements. Clear contracts are developed, outlining the scope of work, timelines, and payment terms. Vendor performance is monitored to ensure compliance with contract terms, and positive relationships with vendors are maintained to ensure timely and quality service.

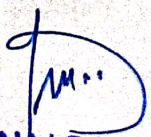
Training and Development

Maintenance staff are well-trained and equipped with the necessary skills and knowledge. Regular training sessions are provided on maintenance techniques, safety protocols, and new technologies, with encouragement for continuous learning and professional development. Safety training includes regular drills to ensure compliance with safety standards and training on emergency response procedures and the use of safety equipment.

Continuous Improvement

The maintenance process involves continuous improvement, focusing on performance monitoring, feedback, and innovation. Key performance indicators, such as response time, completion rate, and cost efficiency, are tracked to analyze performance data and identify areas for improvement. Feedback from staff and students is solicited, and improvements are implemented based on this feedback and performance analysis. Staying updated with industry trends and technologies helps enhance maintenance practices, with exploration and adoption of new tools and technologies to improve efficiency and effectiveness.




PRINCIPAL
Arts, Commerce & Science College, Kharepatan,
A/p. Kharepatan, Tal. Kankavli, Dist. Sindhudurg.