

CHRIST COLLEGE – PUNE

COLLEGE MAINTENANCE COMMITTEE

Maintenance Policy and Procedure:

1. A department in need of repair and maintenance work must register a complaint through Maintenance Supervisor in the Bursar's office and provide the details of the maintenance required.
2. A technician will be identified by Bursar and appointed to visit the site to complete the maintenance as required.
3. On Job Completion a report to be provided by the technician to the Maintenance Supervisor.
4. Maintenance Supervisor signs Job Completion Report and forwards it to the Bursar's Office.
5. Bill is generated and processed by the concerned authorities and forwarded through Director for final payment.
6. All monthly maintenance bills are brought to the notice of Office Accountant.
7. Annual Maintenance Contracts are in place for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library and canteen.

Laboratories:

1. A timetable wise allotment of Laboratory for different classes must be followed.
2. Standard Operational Procedures for handling various chemicals, equipments and instruments are to be strictly followed
3. Dead Stock register is to be maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out by Maintenance Supervisor at the end of the Academic Year.
5. Old and outdated equipment, chemicals and instruments should be discarded by following standard procedure.
6. Any deviation/discrepancy in any of above is to be brought to the notice of the Principal / Director immediately.

Sports complex:

1. The Students can make use any of facilities available with Physical Education department through an advance requisition in writing.
2. On receipt of requisition Physical Education Director may confirm availability of the same and students can make use of it.

3. Physical Education Director should confirm that all facilities/equipments are returned in good working condition and if there is a loss or breakage, it should be recorded and necessary action should be taken with support of Maintenance Committee.

Library:

1. Every student must procure an Identity card within one week of taking admission.
2. Library card can be used for issuing two books every week.
3. Non return of Library book on time will attract applicable fine.
4. Every student can access online learning resources such as magazines, academic websites, blogs etc through computer terminals available in the Library.
5. Student must sign in the register upon arrival in Library.

Computer Laboratory:

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.
2. All new requirements of computers are processed through a proposal made by the dept to College Management.

Class Rooms:

1. Classrooms are allotted as per student strength.
2. Respective class teacher is given responsibility for the maintenance of their class room.
3. The in charge teacher informs Bursar about the requirement of repair / cleanliness.

SMART Room:

1. College maintains a Entry Register for usage of SMART Room
2. Access to Smart Room for Guest Lecture is provided on prior requisition in writing from the staff to Director.