



(સ્થાપના : ૧૯૬૬)

UNI TRUST SURAJBA MAHILA ARTS COLLEGE

(Managed By : Sardar Vallabhbhai Samajseva Trust)

New Shorock Mill Road, NADIAD - 387 001. (GUJARAT)

Ph No. 0268 - 2566555, 2565425

utsmahilaarts@yahoo.in www.mahilaarts.org "NAAC" Accredited Grade : "B"

Re-Accredited "B" with 2.92 CGPA

Ref No :

Date

MECHANISM FOR ADDRESSING ISSUES RELATED TO MAINTENANCE

Objective:

It is necessary to institute a mechanism to ensure that all the assets and resources of the College are fully accessible and usable whenever necessary, and to have mechanisms to deal with outages.

"Prevention is better than cure"

Maintenance of any assets or resources is least troublesome if done pro-actively and well in time.

Mechanism:

1. There shall be a Committee constituted as per the recommendations by IQAC and reporting to it. If needed, IQAC can identify areas of special responsibility and assign the responsibilities to separate Committees or individuals.
2. The broad areas of responsibility of this Committee(s) will be as follows:
 - a. Compound wall and gates
 - b. Grounds and waterways
 - c. Buildings
 - i. Exteriors
 - ii. Interior structurals
 - iii. Fixtures
 - iv. Furniture
 - v. Electrics
 - vi. Plumbing
 - vii. Equipment
 - viii. Machinery
 - ix. DG set
 - x. ICT assets
 1. Hardware
 2. Software
 3. Data storage system
 - xi. Livestock i.e. plantations





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3. Additional areas may be assigned to the Committee by the Principal or the IQAC.
4. The Committee shall ensure that for every equipment purchased, the following are available as warranted:
 - a. The Operating Manual
 - b. The Repair Manual
 - c. Contact details for repair [supplier repairing as well as market repairers]
 - d. Warranty spares and their appropriate storage
5. Training of operating the equipment is also to be looked after by the Maintenance Committee. In any case, any other persons responsible for training users after installation shall immediately inform the Maintenance Committee about the same.
6. The Committee members shall maintain vigil for identifying any possible maintenance issues and address them pro-actively or take action as prescribed by IQAC.
7. The Committee is also responsible for identifying any items no longer useful or usable, and take appropriate action, mindful of the environmental impact.

Final Outcome Expected:

It is expected that

1. All the resources and assets of the College shall remain usable and accessible by those who need to, at all times.
2. The Committee shall bring to the notice of the Principal or the IQAC as the need may be about any pattern in maintenance issues.


Principal
U.T.S. Mahila Arts College
NADIAD.

