



St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University

Accredited with "A++" Grade by NAAC 4th Cycle (CGPA of 3.57/4)

College with Potential for Excellence

Ranked 74th in NIRF 2021 by the Ministry of Education, Government of India

#163, Brigade Road, Bengaluru- 560 025, Karnataka, India

Phone: 080 – 25360644/46 Fax: 080 – 25540378

Email: info@sjcc.edu.in

Website: sjcc.edu.in

Maintenance Policy (Physical, Academic and Support)

1. Preamble

St. Joseph's College of Commerce (Autonomous), managed by the Bangalore Jesuit Educational Society (BJES) strongly believes in the value of 'Magis'- a challenge to do more and strive for excellence. For the past few decades, the College has endeavored to achieve academic excellence in teaching and research with a creative approach and strong commitment to serve the society through focused socially oriented outreach programmes. The College has also established a Maintenance Policy (Physical, Academic and Support) in alignment with its vision and mission. The primary mandate of this policy is to ensure proper service condition through physical, academic and support machineries of the institution for its overall smooth functioning.

2. Policy Statement

Through this policy, it is ensured that all the physical, academic and support infrastructure is well equipped and maintained to support the delivery of high quality teaching and learning in the College without any service interruptions.

3. Objective

This policy is designed to develop action plans and procedures for the maintenance, repair and replacement of all equipment-physical, academic and support infrastructure to sustain the delivery of quality teaching and learning in the College and ensuring the College's smooth operations.

4. Scope

- Details of all hi-tech equipment, machinery and guarantees/warranties of the equipment – physical, academic and support infrastructure of the College is maintained in the ASSEST REGISTER which is available in the administration office. Records detail include:



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- Date of purchase
- Name & Details of Fund utilized to purchase
- Purchase Invoice Details
- Purchase Price
- Contact details for servicing contract
- Location of equipment / machinery in the College
- Staff member responsible for day to day checking
- Setting out a uniform maintenance and repair procedure for all the equipment across all the departments and centres of the College.
- Ensuring the effective utilization of resources for teaching, learning and training.
- Ensuring the replacement of equipment and furniture in a procedural way, on a regular basis without service interruptions.

5. The Role of the Management

	Roles	Responsibilities
i.	Head of Administration - Principal	<ul style="list-style-type: none">• Overall responsibility for service and maintenance of all physical, academic and support infrastructure equipment.• The maintenance of Building, Furniture, Electrical, Garden, Sports-Ground, and IT are forwarded by the Principal to the respective In-charge Heads for necessary actions.
ii.	Maintenance officer	<ul style="list-style-type: none">• Overall in-charge of building, furniture and house-keeping services.



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iii.	In-Charge-Electrical	<ul style="list-style-type: none"> Overall in-charge of lighting, electrical, solar & cabling for electricity and internet in the Conference halls, Audio Visual rooms and auditoriums (both indoors and open air). Responsible for the periodical/annual maintenance of the above in the respective locations. To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
iv.	In-Charge-Garden	<ul style="list-style-type: none"> Overall in-charge of College Garden, Compost making and Garden maintenance. Responsible for the periodical/annual maintenance of the above in the respective locations
v.	In-Charge-Sports Ground	<ul style="list-style-type: none"> Overall in-charge of Sports Ground and its maintenance (Refer Sports-Policy for Details). Responsible for the periodical/annual maintenance of the above in the respective locations
vi.	In-Charge- IT	<ul style="list-style-type: none"> Overall in-charge of IT equipment (ref IT-policy for details). Responsible for the periodical/annual maintenance of the above in the respective locations To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
vii.	In-Charge-ERP	<ul style="list-style-type: none"> Overall in-charge of ERP(Ref ERP Policy)



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6. Procedure for Maintenance

The following procedures provide acceptable and effective maintenance and repair of academic resources.

- **Maintenance- This procedure includes routine and preventive maintenance as follows:**
 - Regular lubrication of machinery/equipment (Lift, Gen Sets, moving parts).
 - Checking of equipment's component to ensure proper operation of all electrical equipment including lifts and generators.
 - Acquire maintenance contract from the supplier/vendor for all the equipment purchased and contacting them for servicing major equipment defects with or without warranty.
 - Regular clean-up and upkeep of Reverse Osmosis Water Filters of the College, including overhead water tanks, rain water sump, well, bore-well are done periodically at the end of each semester.
 - Regular clean-up and upkeep of College kitchen and its equipment is done by the Kitchen contractor.
 - At the end of every semester periodical maintenance is carried out.
 - Keep servicing records for all equipment in database of equipment & resources of the College in the ASSET REGISTER maintained for the purpose.
- **Repair**
 - Repair is carried out based on the request from the concerned in-charge Head.
 - For equipment under warranty, the supplier is informed to take corrective action.



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- For equipment outside warranty, the head in charge will fix faults with the help of College technicians if possible. Any faults that can't be rectified by local technicians will be handed over for external servicing.
- **Replacement**
 - Any parts to be replaced during repair servicing will be purchased in compliance with the College's financial rules and regulations.
 - Any equipment/furniture found to be obsolete or not repairable due to unavailability of spares or any other reasons, will be replaced as a whole as per College purchase procedure.
 - Any obsolete equipment or furniture no longer in use but still working is donated to sister institutions in the District/State.
- **Support**
 - Adequate housekeeping staff are available at any point of time during the working hours of the College.
 - Appropriate necessary number of housekeeping staff to all the floors of the College to ensure clean classrooms, lecture halls, computer labs and toilets for students and staff use.
 - Ensure that the toilets are regularly cleaned on scheduled times daily.
 - Ensure that the students' and staff's special requests for arrangements for workshops, conferences and other such academic, co-curricular programs are met as and when requested.

7. Dissemination of Policy information

This policy is disseminated to all stakeholders through the Total Quality Management (TQM) and Non-Teaching Staff Meeting including the College website.



Charles Joseph

Principal

St. Joseph's College of Commerce
(Autonomous)

163, Brigade Road, Bangalore-25