



JAHNVIS MULTI FOUNDATION'S VANDE MATARAM DEGREE COLLEGE

OF ARTS, COMMERCE & SCIENCE (CS & IT)

(Affiliated to University of Mumbai)

NAAC 'B' GRADE | AN ISO 9001:2015 CERTIFIED COLLEGE

FOUNDER PRESIDENT

DR. RAJKUMAR M. KOLHE

Ph.D., NET (UGC), B.Ed., M.A. (Eng. Lit.),
M.A. (History), M.A. (Hindi Lit.) M.B.A., D.Litt.

MOB.: 9221437415

GENERAL MAINTENANCE POLICY

Purpose and scope

The purpose of a maintenance policy is to establish a structured framework and guidelines for the systematic and effective management of maintenance activities within an organization. Key purposes include:

- Ensure the safety, functionality, and aesthetic appeal of college facilities.
- Extend the lifespan of equipment and infrastructure.
- Create a conducive environment for learning and working.

Inspection schedule

- Monthly : Routine check for essential systems (plumbing, electrical items)
- Quarterly : Through inspection of machines and specialized equipment.
- Annually : Structured inspection of major assets (building)

Maintenance staff

- Mr. Avdhoot Desai
- Mr. Amol Khadse
- Mr. Jaggi
- Mr. Mayuresh Pawar

Preventive maintenance

Preventive maintenance will be done for buildings, equipment and ground such as:

- Applying lubricants
- Filter replacement
- Cleaning
- Tightening and adjustments of nuts and bolts
- Testing of equipments
- Electrical system check
- Software update and
- Battery checks





JAHNVIS MULTI FOUNDATION'S

VANDE MATARAM DEGREE COLLEGE

OF ARTS, COMMERCE & SCIENCE (CS & IT)

(Affiliated to University of Mumbai)

NAAC 'B' GRADE | AN ISO 9001:2015 CERTIFIED COLLEGE

FOUNDER PRESIDENT

DR. RAJKUMAR M. KOLHE

Ph.D., NET (UGC), B.Ed., M.A. (Eng. Lit.),
M.A. (History), M.A. (Hindi Lit.) M.B.A., D.Litt.

MOB.: 9221437415

Reactive maintenance

Reactive maintenance involves addressing equipment failures or issues as they occur.

This will include:

- Fault identification
- Promptly fixing or replacing faulty components to restore functionality
- Emergency Response
- Diagnostics
- Documentation
- Communication

Budgeting

While determining the annual budget for general maintenance, various factors such as the size of the campus, types of facilities, age of buildings, the extent of maintenance required, labor cost, materials and supplies and emergency funds will be taken into consideration and adequate funds will be provided as and when required.

Continuous improvements

The Institute shall continuously review and update the approved policy and is committed to its implementation.



PRINCIPAL

JMF'S Vande Mataram Degree College
of Arts, Commerce & Science,
Dr. Nemade Road, Telcoswadi,
Kopar, Old Dombivli (W)-421202