



Navjeevan Education Society's

NAAC Re-Accredited 'B++' Grade

NAVJEEVAN INSTITUTE OF MANAGEMENT

Affiliated To : Savitribai Phule Pune University, Pune - CA/1386/1994 (College Code - 0342)

Approved By : AICTE - 431/27-81/MCP(M)94, Govt. of Maharashtra - NGC 3594/MBA 7497/Mashi 3 - 1994

Recognized By : Directorate of Technical Education, Mumbai. - M.S. (MB5116). A.I.S.H.E. Code-41799.

MAINTENANCE POLICY AT NIM

Policy Statement : The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, classrooms, computers and computer Lab, equipment, Garden, water, electricity etc.

Maintenance In-charge shall look after the maintenance of physical infrastructural facilities.

Guidelines for the maintenance of physical infrastructure:

- 1 Prepare the routine and preventive maintenance schedule.
- 2 Execute the maintenance schedule
- 3 Emergency maintenance shall be completed on priority basis.

1. Navjeevan Institute of Management, Nashik has a well established maintenance policy which is modified from time to time as per requirement. The maintenance and the cleaning of the classrooms and the computer lab are taken care of by Housekeeping staff and non teaching staff. The institute campus garden is maintained by the Society's gardening staff. The institute has an adequate number of the computers with internet connections and the utility software is distributed in different areas like office, library, departments, computer center etc.

2. Classrooms, Laboratories, Library, passages, toilet blocks are regularly cleaned and disinfected by housekeeping staff.

3. Water tanks, coolers are cleaned periodically either by in-house or housekeeping agency third parties.

4. Plumbing related issues are carried out by plumber (on call basis)

5. Electrical, equipment like scanner, printer and xerox machine, computer maintenance are also carried out by Technical support staff.

6. Computer maintenance and peripheral repairs, replacements are either carried by inhouse or third party. An Internet Service Providing agency is appointed for required Bandwidth supply.

7. We had provided an all weather approach road and parking area.

8. Campus Development work and repairs works are carried out by in-house staff or outsourced.




I/C DIRECTOR
Navjeevan Institute Of Management
Cidco, Nashik-08



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RESPONSIBILITIES OF MAINTENANCE OF THE INFRASTRUCTURE

Sr No	Equipment/Infrastructure	Routine Check	Monitoring Authority
1	General Electrical maintenance	Electrician (on Call Basis)	Director
2	Photocopy Machine	System Admin	Director
3	Power Supply	Electrician (on Call Basis)	Director
4	Computers and Peripherals such as Printers, scanners.	System Admin	Director
5	Internet connectivity and Wi-Fi	System Admin	Director
6	Website, Software	Website Coordinator, Social Media Incharge and System Admin	Director
7	Library	Librarian	Director
8	CCTV and Biometric	System Admin	Director
9	Telephone	System Admin	Director
10	Civil Works- Building , Road, Parking	Non teaching staff and Third Party (Contractors/Vendor/Architect)	Director
11	Water-coolers and Purifiers	Non teaching staff and Third Party	Director
12	Plumbing	Housekeeping staff and Plumber (on call basis)	Director
13	Gardening	Housekeeping staff	Director
14	Classroom-benches and overall furniture	Housekeeping staff	Director
15	Sports facilities	Sports Incharge	Director




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