



Thakur Educational Trust's (Regd.)

THAKUR COLLEGE OF SCIENCE & COMMERCE

AUTONOMOUS COLLEGE AFFILIATED TO UNIVERSITY OF MUMBAI

NAAC Accredited with Grade 'A' (3rd Cycle) & ISO 9001: 2015 Certified

Best College Award by University of Mumbai for the Year 2018-2019



CELEBRATING
25 YEARS OF GLORY

TCSC Maintenance Policy and Formats

Infrastructure required in the institution is continuously upgraded depending upon the requirements. Thakur College of Science and commerce to delivering the required infrastructure to its departments and other functional spaces.

The resource and maintenance management is done for infrastructure, equipment and other resources. Infrastructure and related utilities are provided by the Management which includes:

- i) Building / office premises / playground / garden
- ii) Library with books, ebooks, journals and other facilities
- iii) Laboratories with instruments and equipment for performing experiments
- iv) Software required for academic, RD and administrative purposes.
- v) Appliances like Electrical systems, air conditioners, fans, LCD projectors, PCs, laptops, watercoolers, water purifiers, fire extinguishers, etc.
- vi) Support utilities like electricity / water supply
- vii) Furniture and Fixture
- viii) Office equipment / gadgets
- ix) Sports equipment
- x) Others Infrastructure maintenance is done by Maintenance department as per the procedure define in ISO manual.

There are full time and trained staff deployed for Cricket and Football ground for overall maintenance and beautification. Full time Plumber, Gardener, Electrician and Other support staff available for overall maintenance and beautification. Facilities with Differently Abled students available in campus like (Ramp, Western Toilet specifically designed, Braille in lift and at some essential places.

The maintenance activities for equipment fall into three general categories:

i) Routine Maintenance Activities are conducted while equipment and systems are in service. These activities are derived from preventive or predictive maintenance strategies. Means used are visual inspections, cleaning, functional tests, measurement of operating quantities, lubrication etc.

ii) Maintenance Testing Activities involve using test equipment to assess condition in an offline state. These activities are predictable and can be scheduled and budgeted. They may be planned to coincide with scheduled equipment outages.

iii) Diagnostic Testing Activities involve using test equipment to assess the condition of equipment after unusual events, such as equipment failure/ repair/replacement or when equipment deterioration is suspected. To elongate the functional life of laboratory equipment significantly, simple repairs may be adequate such as installing replacement parts as and when they are needed. Refurbishing, i.e., the process of dismantling pieces of laboratory equipment and cleaning each component part thoroughly is done at regular intervals. Calibration services are sought for equipment like measuring devices. Computer Labs are maintained by Inhouse trained Lab Assistant with commitment of 100 % system operational.

Water coolers with modern filtration systems have been installed on each floor for the use of staff and students. Provision of CNG Gas Line through Mahanagar Gas Ltd. has been introduced in all Laboratories since 2014. Two Electrician always available on call. Plumber & Carpenter are employed to look after the necessary maintenance work. Annual Maintenance Contract (AMC) for the upkeep and maintenance of Projectors, Air Conditioners, Lift, CCTV, Fire Fighting Equipments and other machinery (water pump etc) items is in Place. Full time hardware engineer and an IT administrator look after the hardware, software and network infrastructure. Floor in charges are employed to look after the respective floors and a daily complaint register is maintained and complaints are attended quickly. Fire extinguishers are installed on every floor. The institution has also undertaken power saving measures in the premises by using LED bulbs Solar Panels has been deployed recently to encourage green campus and reduce the overheads. The campus is equipped with CCTV as a security measure in the Premises. High end laboratory instruments are procured to fulfill the demands of the changing syllabus and to carry out quality research. Free Wi-Fi Zone is available in campus, library and open area.

AMC Activity

Breakdown Maintenance:



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1. The repair work after it is indicated should be completed within two hours and machine should be handed over to the user in working condition and take his signature on the card.
2. A separate machine card to be maintained for each equipment.
3. Necessary spares for replace of defective parts will be provided by you to carry on the repairs.

Preventive maintenance

1. You will prepare a preventive maintenance schedule and get the approval from college authorities.
2. Preventive maintenance activities preferably should be carried out during the non-working hours of college, which will be intimated in advance.
3. The replacement of part during the preventive maintenance will also be logged on the machine card and the approval will be taken from respective person in charge.

These all the following things covered as per TCSC-Maintenance Policy and various maintenance formats attached below.

To

Contract No: _____



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Annual Maintenance Contract (AMC) for Elevator

Breakdown maintenance, Preventive Maintenance of Doors, Fans, Lights, Bulb along with peripherals.

Scope:

The AMC will cover the following parts for TCSC

The details of the above are in the enclosed list.

Responsibility:

The AMC contractor (called supplier) will be responsible for doing the Breakdown maintenance, preventive maintenance, upgradation, replacement of defective components and maintaining the equipments in working condition.

Period of Contract

1. The Contract is valid from _____ period to _____ period.
2. Presence of contractor employee in campus on demand.

Terms of Payment:

1. Service charges
2. Payment for repairs incase of replacement considering the condition of warranty / guarantee

AMC Activity

Breakdown Maintenance:

1. The repair work after it is indicated should be completed within two hours, machine should be handed over to the user in working condition and same would be recorded in the maintenance card TCSC/MAINT/F/03
2. You will provide necessary spares for replacement of defective parts to carry on the repairs

Preventive Maintenance

1. You will prepare a preventive maintenance schedule and get the approval from college authorities.
2. Preventive maintenance activities preferably should be carried out during the non-working hours of college that will be intimated in advance.
3. The replacement of part during the preventive maintenance will also be logged on the maintenance card TCSC/MAINT/F/03 and the approval will be taken from Satish Singh



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Prepared & Issued By:

And-ly

C.T. Chakraborty

(Principal)

Thakur College of Science & Commerce



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To

Contract No: _____

Date: _____

Annual Maintenance Contract (AMC) for AC/Water Cooler

Breakdown maintenance, Preventive maintenance along with peripherals

Scope: The AMC will cover the following equipment for TCSC

1. Filter
2. Compressor

The details of the above are in the enclosed list.

Responsibility: The AMC contractor (called supplier) will be responsible for doing the Breakdown maintenance, preventive maintenance, upgradation, replacement of defective components and maintaining the equipments in working condition.

Period of Contract

1. The Contract is valid from _____ period to _____ period.
2. Presence of contractor employee in campus on Sunday.
3. Contractor should check for maintenance twice a month.

Terms of Payment:

1. Service charges
2. Payment for repairs incase of replacement considering the condition of warranty / guarantee.

AMC Activity

Breakdown Maintenance:

1. The repair work after it is indicated should be completed within two hours, machine should be handed over to the user in working condition and same would be recorded in the maintenance card TCSC/MAINT/F/03
2. You will provide necessary spares for replacement of defective parts to carry on the repairs.

Preventive Maintenance

1. You will prepare a preventive maintenance schedule and get the approval from college authorities.



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2. Preventive maintenance activities preferably should be carried out during the non-working hours of college, which will be intimated in advance.
3. The replacement of part during the preventive maintenance will also be logged on the maintenance card TCSC/MAINT/F/03 and the approval will be taken from Satish Singh.

Prepared & Issued By:

C.T. Chakraborty

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(Principal)

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Contract No: _____

Date: _____

Annual Maintenance Contract (AMC) for Fax Machine/Print machine

Breakdown maintenance, Preventive maintenance

Scope: The AMC will cover the following equipments for TCSC

The details of the above are in the enclosed list.

Responsibility: The AMC contractor (called supplier) will be responsible for doing the breakdown maintenance, preventive maintenance, upgradation, replacement of defective components and maintaining the equipments in working condition.

Period of Contract

1.The Contract is valid from _____ period to _____ period.

2.Presence of contractor employee in campus during working hours on demand.

Terms of Payment:

1.Service charges

2.Payment for repairs incase of replacement considering the condition of warranty / guarantee



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Breakdown Maintenance:

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2. You will provide necessary spares for replacement of defective parts to carry on the repairs.

Preventive Maintenance:

1. You will prepare a preventive maintenance schedule and get the approval from college authorities.
2. Preventive maintenance activities preferably should be carried out during the non-working hours of college, which will be intimated in advance.
3. The replacement of part during the preventive maintenance will also be logged on the maintenance card TCSC/MAINT/F/03 and the approval will be taken from Satish..Singh

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To

Contract No: _____

Date: _____

Annual Maintenance Contract (AMC) for Pest Control

Scope: The AMC will cover the following services for TCSC

The details of the above are in the enclosed list.

Responsibility: The AMC contractor (called supplier) will be responsible for doing the preventive maintenance, upgradation.

Period of Contract

1. The Contract is valid from _____ period to _____ period.
2. Presence of contractor employee in campus working hours/ Non working hours.
3. No. of time visit delivered. _____.

Terms of Payment:

1. Contract value
2. Payment for services delivered.



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AMC Activity

Preventive maintenance

1. You will prepare a preventive maintenance schedule and get the approval from college authorities.
2. Preventive maintenance activities preferably should be carried out during the non-working hours of college, which will be intimated in advance which will be recorded in the maintenance card TCSC/MAINT/F/03 and the approval will be taken from Satish..Singh

Prepared & Issued By:

C.T. Chakraborty

(Principal)



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To

__Binary_Engineering

Contract No: TCSC/AMC/C No./ 001 _____

Date: _____

Annual Maintenance Contract (AMC) for Voltage Stabilizer

Breakdown maintenance, Preventive maintenance

Scope: The AMC will cover the following equipments for TCSC

The details of the above are in the enclosed list.

Responsibility: The AMC contractor (called supplier) will be responsible for doing the breakdown maintenance, preventive maintenance, upgradation, replacement of defective components and maintaining the equipments in working condition.

Period of Contract

1.The Contract is valid from _____ period to _____ period.

2. Presence of contractor employee in campus during working hours on demand.

Terms of Payment:

1. Service charges
2. Payment for repairs incase of replacement considering the condition of warranty / guarantee

AMC Activity

Breakdown Maintenance:



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Preventive Maintenance

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2. Preventive maintenance activities preferably should be carried out during the non-working hours of college, which will be intimated in advance.
3. The replacement of part during the preventive maintenance will also be logged on the maintenance card TCSC/MAINT/F/03 and the approval will be taken from Satish..Singh

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Contract No: TCSC/AC/C No./ 02

Date: _____

Annual Contract for printing of preparation of Result

Scope: This Contract will cover the Printing of Result Junior & Degree Result

Responsibility: Printer

.

Period of Contract

1.The Contract is valid from _____ period to _____ period.

2.Presence of printer in campus during working hours/non working hours .

3.No of time visit as per requirement.

Terms of Payment:

Payment for services delivered as per predetermined terms and conditions.

Contract Activity:

1.All the corresponding activities to be completed on specified time.



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2. Confidentiality of Question Papers/result to be maintained .

3. Question Papers/Result to be handed over to the person nominated by the Principal.

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(Principal)

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TITLE: CLEANLINESS REPORT.

Date: _____

DAY: _____

[illegible]

DATE: _____

DAY: _____

[illegible]



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[illegible]



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TITLE: ROUTINE MAINTENANCE CHECK.

[illegible]



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FORMAT No: TCSC/MAINT/F/02 REV 00

THAKUR COLLEGE OF SCIENCE & COMMERCE

TITLE: ROUTINE MAINTENANCE CHECK.

Sr. No.	Date	Maintenance Particulars	Name of Contractor	Complete / Incomplete	Verified by
1					
2					
3					
4					
5					
6					

And-ly

Dr.(Mrs.)C.T.Chakraborty
Principal

