



# JYOTI NIVAS COLLEGE AUTONOMOUS

Affiliated to Bangalore University

Reaccredited by NAAC with 'A' grade. Recognised by UGC under section 2(f) and 12(b) of UGC act 1956

22/3/2016

## Policy on Systems and Procedures for Maintaining and Utilizing Physical Academic and Support facilities

### OBJECTIVE

The objective of this Policy is to provide directions for the maintenance and repairs of equipments owned by Jyoti Nivas College and to ensure the proper utilization of these equipments.

### SCOPE

Equipments covered by this Policy comprises of all the equipments pertaining to academic, physical and support facilities such as office equipments, laboratory equipments, equipments used for Research and Academic purposes, library equipments, furniture, computers, generators, Audio Vidéo equipments and ICT.

### MAINTENANCE OPTIONS

As soon as the warranty on equipments expires, the concerned Faculty, Department or Service will have the option to either:

- Cover it with an annual maintenance and repair contract negotiated by the administration;
- Go on a service-call basis, via IT personnel/ Administrator of the college for office equipments, or concerned technicians for instructional aid / laboratory equipment; or
- Make use of their own technicians for maintenance of certain equipments.



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## MAINTENANCE AND REPAIR OF EQUIPMENTS ON SERVICE CALL BASIS :

It will result in considerable savings ensuring good performance on a long-term basis. This will also allow the Management to compile frequency of repair data for a given item of equipments and to advise the user on the most economic method of repair for that equipment.

## CONTRACTS

Maintenance and repair contracts or service call contracts shall be negotiated and signed by the Head of the Institution or her delegate.

In the case of maintenance and repair contracts, the negotiations shall be subject to approval by the applicant requesting the contract.

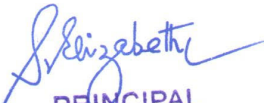
All contracts are negotiated for a period of one-year from the date of signing, while certain specific contracts may extend up to a period of five years.

## BUDGET

All departments / units must submit their requirements to the Head of the institution for the next academic year prior to the budget proposal and approval.

## STOCK MAINTENANCE

All departments will meticulously maintain Day/Stock Registers of both consumables and non-consumables.

  
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