

PROCEDURES AND POLICIES FOR MAINTENANCE

The Managing Committee of Maniben Nanavati Women's College ensures optimum utilization, easy availability and continuous upgradation of all physical, academic and support facilities so that all the sections can smoothly function within and with each other on amicable basis.

- ✚ The academic year at MNWC spreads from June to May. The Managing Committee meets twice during the academic year – first in August for the review of the last academic year's progress followed by the second meeting in March for the next Annual Budget.

Based on the inputs received from the following committees, the Annual Budget is made:

- **College Development Council:** Regular meetings of the Departments and Committees are convened and the Minutes of the Meetings maintained in respective registers. During the meetings, the Heads submit their requirements along with the estimated budget. The requirements are put forth in College Development Council and passed after the resolutions are made. They are then discussed and approved by the Managing Committee
- **Purchase Committee:** The College has a Purchase Committee that abides by the set procurement policy for the purchase of equipment, appliances and, services. Annual Maintenance Contracts are renewed on regular basis:
 - Instrumentation maintenance agency has been hired on annual contract basis for the technical support required for online admissions, examinations, document and correspondence management systems, website, and the portal for the MOOC Course in Computer Literacy offered to students
 - Annual Maintenance Contract of computers, printers, scanners are renewed with the local agency
 - Anti-virus and Anti-Malware software are installed and upgraded from time to time
 - Annual Maintenance for the RISO Digital Duplicator Machine, Photocopier Machines, Lift, Fire Extinguishers, Biometric Machine, Air Coolers and Conditioners, Water Coolers and Water Purifiers, Gas Services and internet services
 - The security services and gardening services are regularly maintained

- ✦ The Help Desk at the College Office is maintained for the request of repairs and replacements of equipment, LCD projectors, fans, tube lights and furniture -fixtures in the premises.
- ✦ A Master Time Table is prepared jointly by the Supervisor and Assistant Supervisor for the usage of classrooms and laboratories. When not in use, they are used by students for rehearsals and practice-sessions for participating in cultural activities
- ✦ Entry to the College Library is allowed only to the holders of the valid I-Card
- ✦ Sports Students have an open access to the Sports Room and Backyard for practice
- ✦ For the booking of the A/C Seminar Hall that has in built sound system, LCD Projector, Chairs, tables and podiums, a separate register is maintained to avoid clashes
- ✦ During Sundays, public holidays and vacation, the College offers classrooms to various government as well as non-government organizations to conduct examinations, lectures and programmes. Vijaya Bank, ICAI, LIC, ICSI, NGOs and DS Actuarial Education Services use our classrooms
- ✦ Floor wise supervision of equipment and appliances is allotted to the Support Staff in order to maintain the campus well

